

We need your help to collect donations in your locality for the Starship Foundation Appeal Day on **Friday 11 April 2008**.

Working as a volunteer is a great way to be being involved in your community and meeting new people.

### **Area Co-ordinator**

An Area Co-ordinator will oversee a number of collection locations –eg: supermarkets, malls and/or on the main shopping/business streets in your area. Area Co-ordinators will work together with the Starship Foundation Street Appeal Office.

### **What is required of you?**

- Recruiting and coordinating Team Leaders for each collection location
- Assisting Team Leaders leading up to the Starship Foundation Street Appeal and on the Day
- Distributing collection materials to Team Leaders prior to the Street Appeal
- Banking collected funds
- Keep Friday 11 April free for Starship Foundation Street Appeal (i.e. if you work normally work Fridays you'll need to apply for annual leave)

### **Organising Your Starship Foundation Street Appeal**

It is up to you how you would like to organise the collection in your area. These are just a few helpful hints to ensure your Starship Foundation Street Appeal day is a success.

#### **Before Starship Foundation's Street Appeal:**

- Make sure you contact all of your volunteers as you get their names from the Starship Foundation Appeal Office.
- Ask where your volunteers work they may be able to collect at their office as well as on the street.
- Explain to the volunteers how you will be organizing the day and what they can do to assist you, the more informed they are the easier it will be for you.
- Do what you can before Starship Foundations Street Appeal Day arrives (get stock to your team leaders etc)
- Feel free to delegate some of the work. If you have a friend involved or a keen trustworthy volunteer – then share some of the work load with them.

#### **As Starship Foundation's Street Appeal gets closer:**

- Split your area into sections. It can be daunting as a whole, but easy to manage in small pieces.
- Contact your volunteers again via email or phone to confirm all the details (time and location).
- Try to arrange your volunteers to cover all your locations over the course of the whole day.
- If you have periods where you do not have a collector at a site. Organize for a nearby shop to hold the stock till the next volunteer arrives.
- If you would like to set up a meeting point outside a shop, that you will be using all day, then introduce yourself to the shop manager (they could be of assistance to you).

### On the day:

You will have organized the day to run like clockwork. So enjoy it, and watch your hard work pay off!

Below is an example of a roster that may be of use to you when you organize your volunteers. We can forward you an electronic version of this so you can work on your roster leading up to the appeal.

ROSTER FOR: Auckland CBD															
Names	7	8	9	10	11	12	1	2	3	4	5	Section/Location			
Joe Bloggs		8			11										Outside Westfield Downtown
Bob Johns						12	1								Cnr of Queen and High Streets

### Team Leader

Each Team Leader will manage one, or a smaller number of, collection locations at supermarkets and malls or main shopping/business streets in Auckland and fill them with Volunteer Collectors.

#### What is required?

- Recruit as many Volunteer Collectors as possible
- Coordinating Volunteer Collectors leading up to Starship Foundation Street Appeal and assisting Volunteer Collectors on the Day
- Ideally group 6-8 people for each collection location
- Contacting Volunteer Collectors prior to Starship Foundation Street Appeal to advise of relevant collection time and supply collection materials
- Banking funds if there is no Area Co-ordinator available to do so
- Keep Friday 8 June free for Starship Foundation Street Appeal (i.e. if working apply for annual leave)

### Volunteer Collector

#### What is required?

- Collect for an hour or two on Starship Foundation's Street Appeal at a specific time as agreed with your Area Co-ordinator/Team Leader
- Please ask your family, friends, colleagues and anyone else you think may be interested in volunteering for Starship Foundation's Street Appeal
- Forward all contact details for any interested Volunteer Collectors to the Starship Foundation Street Appeal Office.

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For more information and for volunteer registration email [starship@p10.co.nz](mailto:starship@p10.co.nz) or call the Starship Foundation Street Appeal Office Toll-free **0800 STARSHIP** (0800 782 774).

This is your opportunity to volunteer for a great cause and make a difference – we would love to hear from you!