

INFORMATION FOR POTENTIAL VOLUNTEERS



Cards for Good Causes will be selling our charity Christmas cards this year and we need your support. Can you spare a few hours each week to help in one of their friendly, multi-charity Christmas card shops during the weeks prior to Christmas?

What is Cards for Good Causes?

Cards for Good Causes Limited (CFGC) is a joint charity initiative operating a national network of charity Christmas card shops during the Christmas trading period. CFGC is wholly owned by the twenty-five members of The 1959 Group of Charities (Registered Charity No 249039).

The aim of CFGC is to make a wide selection of charity Christmas cards easily available to the public and at the same time secure the highest possible return for the charities it represents. Over the last few years, CFGC has operated over 300 shops throughout the UK. Each shop sells cards for the twenty-five member charities, as well as other national charities and, where space allows, local guest charities.

Where are the shops?

CFGC shops are located in a variety of premises, including churches, museums, tourist information centres, libraries, community centres and within other retail organisations. Potential volunteers should be aware that some shops may have steps/stairs to be negotiated. Some premises could be quite cold when located in churches when warm clothing, especially footwear, will need to be worn. However, shops located in premises such as libraries may be quite warm. The environment may not be that of a modern centrally heated shop but hopefully the satisfaction of helping raise funds for the charity will outweigh the environmental drawbacks. Volunteers can ask the manager when they are contacted in what type of premises the shop is located.

How are the shops run?

The shops are co-ordinated by a manager and the shops are staffed by local volunteers from the charities represented, other local groups and individuals. The help and time given by the volunteers is greatly valued by CFGC.

What does a volunteer do?

The majority of shops divide the day into two sessions, mornings (10.00 am – 1.00 pm) or afternoons (1.00 pm – 4.00 pm) for the 6-8 weeks that the shop is open. Two volunteers will normally be on duty together. Their responsibilities include:

- Operating a simple electronic till for which training is given.
- Dealing with payment for the cards and goods. The majority of payments are made by cash but volunteers will also be taught how to deal with cheque payments and, in a few shops, with credit/debit card payments.
- Re-stocking the card boxes. Some shops will have bin cards (which keep a record of stock held in reserve) and volunteers must ensure that these cards are kept up to date.
- Generally helping in the shop by keeping the card boxes and the Christmas Goods tidy.

- The shop manager will give you a Volunteer Registration Form. The completion of this form allows us to hold your contact details on our system solely for the purpose of contacting you again the following season. Your information **is not** passed to any third party.

What facilities are available in the shops?

Most shops have somewhere to make tea or coffee for the volunteers, and have access to a toilet. The manager will be able to advise on what is available.

Personal Possessions

Although there is Public Liability Insurance for managers, volunteers and customers whilst in CFGC shops, **this does not cover the personal possessions (eg handbags)** of the manager or the volunteers. It is therefore not advisable to take anything of great value into the shop whilst on duty.

Most volunteers return to the shop every year as they enjoy being a volunteer and supporting the many charities whose cards are on sale and their work.

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