

Tin Collectors

Task Description for volunteer.



DWT has a number of collecting tins in various outlets across Devon. We need people who can service these tins, collect and bank the money and express our appreciation to the outlets that host them.

What the task involves:

1. **If possible each box should be checked every 3 to 4 months.** This allows us to keep a record of donations and helps to make collection box holders feel cared for.
2. Take with you the book of **receipts** and your **ID Badge** together with enough **empty tins** to replace any full tins - (boxes and receipts can be made up at home for a quick and easy changeover).
3. When you arrive **introduce** yourself and show your **ID badge**.
4. Replace the full tin with an empty tin, ensuring it has a **new security seal** and the correct **corresponding box number** has been written on the base.
5. Hand the shopkeeper their **Top WHITE** copy of the receipt with **Date, Box number** and **'Tin Replaced'** written where the sum should go.
6. **Thank** the shopkeepers for their support.
7. The **Second PINK** copy of the receipt should be posted back to **DWT office with the total amount raised from the tin**, and the **Third BLUE** copy remains in the receipt book for future reference.
8. The Shopkeeper may wish to know how much money has been collected, in which case **please let them know on your next visit**.
9. **Count** up the money from each box in a **safe** environment and record details correctly on your **area site list** and on the **corresponding pink and blue receipt slips which you will need to post back to the DWT office** before the end of the financial year in April.
10. Bank all money directly into the **DWT account** using **DWT paying in slip** provided.

As a tin collector for DWT, you are likely to be seen as DWT by the shopkeepers. It is therefore important that you are careful not to represent your opinions as that of Devon Wildlife Trust and if you get any questions, particularly on any sensitive or controversial issues, that you refer them back to the office.

Purpose:

We value all the help you offer, and every little helps! In keeping your collection tins regularly serviced and in good/clean condition you are helping to raise vital funds to enable us to promote and support DWT work throughout Devon.

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Skills and abilities
Honest, friendly and polite – one of your main roles is to ensure the outlets remain happy to support DWT.
Reliable, accurate and numerate – so that DWT can keep sound financial records.
Where:
Various shops, pubs and other outlets in your locality. Some volunteers are happy to approach outlets and ask if they will host a box.
When and how often:
To suit you and the box host. Each box should be checked three or four times a year.
Who is the supervisor:
For further information or if you have any concerns please contact: Jenny Mendoza jmendoza@devonwildlifetrust.org or phone between 12.30pm-5pm Tuesday to Friday on Tel 01392 279244.
Expenses/equipment available:
Please let Jenny know if you need any more materials including collection tins for new sites or to replace any tins which may be old or damaged.
Reasonable travel expenses will be reimbursed – please speak to Jenny.
Health and Safety/ Risk Assessment
Main points from risk assessment <ol style="list-style-type: none">1. Please make sure that someone knows where you are going and when you expect to be back.2. You are more important than the money you collect. It has never happened to a DWT volunteer but in the unlikely event that you are mugged, just hand over the money and walk away safe, then report the incident to DWT and to the police as soon as possible.3. Do not engage in arguments about any issues around conservation or DWT's work. Some things are emotive and some people feel them very strongly. Any awkward situations should be handed to DWT. Either tell them to call the office, or take a name and number.4. Hopefully the money will be heavy – so do be careful of your back!
What's in it for the volunteer?
If you enjoy meeting people, discovering new places, working on your own at times convenient to yourself, this could be the ideal role for you!
How to apply
Contact Jenny Mendoza jmendoza@devonwildlifetrust.org or phone between 12.30pm-5pm Tuesday to Friday on Tel 01392 279244.