



Assurance Collection Procedure

Purpose

To help with the organisation of the doorknocking and money collection for the Assurance Day(s)

Items required

- Maps
- Badges
- Collection tins
- Receipt books
- Instruction sheet
- "We Called" sheet

Action

Advertise the date to members two months in advance via the website, emails and postal mail. Send reminder notices at one month and one week intervals, contacting members individually to secure their help for the day. Advertise in the local paper on the week before the collection time.

Ensure that there is enough receipt books for the collect and organise the printing of more if required. Jumbo Printing Oak Flats currently has the receipt numbers for the booklets. Using the template update and print the Receipt Book Issuing Form.

Use the template for the badges and print and laminate with the updated dates for the year collecting. Place them in the holders. Using the template update the Register of Identification Badges form. Ensure template complies with the current Best Practice Guidelines for Charitable Organisations.

Ensure the collection tins are in good order and correctly labelled. Using the template update the Register of Collection Devices. Ensure template complies with the current Best Practice Guidelines for Charitable Organisations.

Update and print out the instruction sheet for all members collecting.

Print out and allocate areas on the maps to hand to collectors

Update and print the "We Called" sheets for members to place in letterboxes that have no one home.

Review

Review procedure after event has occurred and update as required.