# **Bag Pack Guide**

Offering to pack bags of shopping for customers at the supermarket checkout is a great way to fundraise and raise awareness.



# What you'll need

- Letter of Authority (speak to your charity contact if you don't already have this)
- Charity t-shirt
- Buckets and security seals
- Awareness materials

#### Getting ready for the event

- Organise the collection The best way
  to organise a bag pack is to go in
  person with your Letter of Authority
  and ask to speak to the general
  manager, or to call the store directly.
  We recommend not relying on email
  as stores often get lots of these kind
  of requests, and it's easy for your
  email to be forgotten!
- Finding a date Ask the store what dates they have available for a bag pack. As this is a popular fundraising activity, slots can get booked up a few months in advance so you'll need to plan ahead, especially if you plan on having yours at a busy time of year (e.g. Christmas). You may be able to book more than one date at a time.
- Organise your volunteers Ask your friends and family to help. Ideally you'll want someone at each till, the more tills that are covered the more money you'll raise!



#### On the day

- Speak to a member of staff when arriving at the supermarket, you may need to sign in and wear a visitor's badge.
- Set up so you have one person at each till with a bucket on the end.
- Ask each customer if they'd like you to pack their bags. Remember to put frozen and cleaning products separately, and put heavier items in first and fragile items on top.
- People will donate however much they like, just have your bucket clearly displayed and let people know what you're fundraising for.
- Have a plan for how you'll get home with buckets full of change and think about security. It would be best if you are able to drive straight home.



### Top tips

- If you don't have anyone that can help you on the day, it's still worth going and doing a bucket collection in the foyer of the supermarket instead.
- Try to book the biggest supermarket and ask the manager to book you in at the busiest times to try and raise as much money as possible!

## The important bits

Keep the money you raise safe and pay it in to MRF as soon as you can.

