

Friends of Pendleside

EVENTS SEPTEMBER to DECEMBER 2011

Dear

As a Friend of Pendleside we would like to ask if you are available to help on any of these forth-coming events
Please can we also check we have your full contact details (please amend if incorrect)

Address:

Tel:

SEPTEMBER 2011

Crow Wood Equestrian Centre – Charity Horse Show

Stall selling merchandise (inside but possibly cold)

Saturday 24th September

Charter Walk Car Raffle Draw (outside)

Saturday 24th September

OCTOBER 2011

Sainsbury's Burnley (inside)

Saturday 1st October

Merchandise stall

Bag Packing

Burnley Fire Station Children's Fun Run, Volunteer Marshalls (outside)

Sunday 2nd October, 10.45 until noon

Burnley Street Collection (outside)

Saturday 22nd October

NOVEMBER / DECEMBER 2011

At Pendleside **Weekdays, 9 to 5 – any hours to suit.**

Throughout November and December the Fundraising Team require help in the office with our
Light Up A Life Campaign.

Could you help with:

Opening envelopes and processing money and forms? (training will be given)

Inputting information on to the computer? (training will be given)

DECEMBER 2011

Towneley Hall - Decorating Pendleside Hospice's Christmas Tree (inside)

Friday 2nd December

Sainsbury's Burnley (inside)

Friday, 2nd December

Merchandise stall

Bag Packing

Sainsbury's Burnley (inside)

Saturday, 3rd December

Merchandise stall

Bag Packing

Light Up A Life Service at Pendleside
Saturday, 17th & Sunday, 18th December (wrap up warm!)

Outside stewarding 2.30pm – 4.30pm

Outside Hospice stall – Light Up A Life book 2.30pm – 4.30pm.

Marks and Spencer Christmas Bag Packing

Volunteers required to be Supervisors (half day sessions)

1 session 2 sessions 3 sessions 4 sessions more

Please telephone the fundraising office Tel 01282 440141 if you would like more information about the Volunteer Supervisors role at the M&S Bag packing.

Bag Packing (2 hours per shift)

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|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| Monday 12 th December | <input type="checkbox"/> | Tuesday 13 th December | <input type="checkbox"/> |
| Wednesday 14 th December | <input type="checkbox"/> | Thursday 15 th December | <input type="checkbox"/> |
| Friday 16 th December | <input type="checkbox"/> | Saturday 17 th December | <input type="checkbox"/> |
| Sunday 18 th December | <input type="checkbox"/> | Monday 19 th December | <input type="checkbox"/> |
| Tuesday 20 th December | <input type="checkbox"/> | Wednesday 21 st December | <input type="checkbox"/> |
| Thursday 22 nd December | <input type="checkbox"/> | Friday 23 rd December | <input type="checkbox"/> |
| Saturday 24 th December | <input type="checkbox"/> | | |

If you are unable to help us any more please let us know. We can remove your details from the Friends of Pendleside list either temporarily or permanently

Please remove my details Temporarily Until Permanently

Carol Willshaw is the Friends of Pendleside Volunteer Co-ordinator and helps in the fundraising office on Tuesdays and Fridays. If Carol **does not** ring to confirm a time please assume that you are **not** required. Any queries please call Carol 10am – 2pm, Tuesdays or Fridays – 01282 440141.

To save on administration costs and Carols time please indicate if you **do not** require a thank you letter after the event

If you would like this document via e-mail in future please add your e-mail address

Or to download this document please find it on the Friends of Pendleside page of the Hospice website

<http://www.pendleside.org.uk/Friends-of-Pendleside-Volunteers>

PENDLESIDE HOSPICE RISK ASSESSMENT RECORD FUNDRAISING STREET & STORE COLLECTIONS

- Volunteers are asked if they would prefer to work in pairs
- We do have occasions where we may ask you to work alone please tick if you are happy to do so
- The venues have been selected by the fundraising staff and are either a supermarket venue, Charter Walk (who have security), a organised event or a street collection where fundraising staff will be in attendance.
- The money tin is chained to the fundraising stall in an effort to deter theft.
- Volunteers are asked to put larger amounts of money and big notes along with raffle ticket stubs in the glove box of the car for safe keeping and then ensure the car is locked.
- Volunteers are responsible for their own valuables but if the car is available they can lock their coats and handbags etc in the boot.
- Volunteers are not to put up any resistance if they are approached with anyone threatening to take the collection bucket or money tin.

Thank You For Your Continued Support!