**How to...Organise a bag pack**

Bag packs are a great way to raise funds from the public. As the funds being raised are from the general public, it is important that you and your volunteer packers are able to communicate key Habitat messages to supporters.

In order to be transparent it is important that funds raised from public fundraising like bagpacks support the minimum £600 donation and not the travel and logistics costs.

1. **Make contact** with the Charity Coordinator at your local supermarket as soon as possible to enquire about opportunities and dates available. Saturday’s will be the busiest but most popular day! Initial contact can be made with a telephone call, followed up with a letter or email. Be sure to communicate your team messages, along with the key statements outlined in our enclosed communication guide. Make use of any personal contacts you have at the supermarket to help secure support.
2. **Keep the Habitat NI office** informed with your dates, and request to borrow collection buckets, t-shirts and information cards. If required, we can provide you with a copy of our Public Liability Insurance as well as a fundraising authorisation letter to forward onto the supermarket.
3. **Recruit a team** of people to help you on the day and work in shifts to cover as many till points as possible or that which has been agreed with the charity coordinator, i.e. 4 or 5 people packing at a time for 2 hours each. Make sure to brief all your volunteers on the work of Habitat for Humanity and your involvement in a team in case they get asked any questions. Make sure volunteers know that the funds you are raising are towards the donation element of your costs.
4. **Wear Habitat t-shirts** on the day and make yourself known at the Customer Service desk when you arrive.
5. **Place the buckets at the end of each till** and ask each customer if they would like their bags packed. Hand each customer an information card as they leave and thank everyone for their support.
6. **After the collection**, make sure you contact the supermarket to thank them for their support and notify them of the total raised.