

## Volunteer Role Description GMFA Authorised Fundraiser

### GMFA's vision and mission statement:

**Vision** – GMFA wants a gay community where individuals are able to make informed choices about their health, and a society that embraces equality and respects the right of people to make informed choices.

**Mission** – Improving gay men's health by increasing the control they have over their own lives.

### Role

Collecting money donated to GMFA by the public in order to part fund the activities of GMFA.

### Specific responsibilities

To contact Tim Molloy (020 77386872) when he leaves a message.

To collect empty collection tins from the GMFA office.

To replace used collection tins in a named venue and install new tins.

To bring the used collection tins back to the GMFA office.

To represent GMFA in a positive way with venue staff.

### Experience and Requirements

To be known to at least one Project Manager.

To have no history of financial impropriety.

### Commitment required

To collect tins within two weeks of agreeing to do so. This will be for a maximum number of six times a year.

To carry a fundraiser's identification card when collecting tins from venues.

To follow the GMFA Authorised Fundraiser's guidelines

### Authority

To collect money on behalf of GMFA.

### Benefits

You get to build up a good relationship with bar staff and some may offer you a drink from time to time.

GMFA will pay your travel expenses.

### Frustrations

No one would put coming into the GMFA office, going to a bar and then coming back to the office in their top 10 things to do.

You have the responsibility of handling money.

### Satisfactions

The money you are collecting will make a difference to GMFA's ability to do things for volunteers and raise the profile of the organisation.

## Guidelines for GMFA Authorised Fundraisers

### **Look after yourself,**

The most important thing to remember is that your safety is more important than the money you are collecting. So here are some guidelines we'd like you to follow in order to help keep yourself safe:

- Always take an appropriate, plain bag or case to put the collecting tins into so they are not visible when carrying away from the venue.
- Don't collect the money and then stay in the venue for a long time.
- If you are ever threatened by anyone for the money, or burgled when you have tins at your home, do not under any circumstances do anything that may put you at greater risk. Let them have the money.
- If the money is ever stolen whilst in your possession let Tim know as soon as possible.
- If the venue is in an area where you do not feel safe (eg. there are no street lights outside the venue, or you there's a threatening atmosphere about the area) let Tim know. We won't ask you to make further collections and may withdraw the tins from the venue.

### **wear clean underwear . . .**

Always be prepared. If Tim leaves a message for you to ask you to collect some tins, get back to him within a week to arrange when you can come into the office to pick up the empty tins. If all goes well, we hope to have at least 50 venues on this scheme and so we rely on your efficiency to make it work. Check that the seals are in place on the tin before you leave the office.

Check the seals on the tins when you collect them from the venue. If they are broken, make sure you tell one of the bar staff. This way, you know that when we monitor the broken seals, your reputation will remain squeaky clean. Be careful not to make the bar staff feel as though you are accusing them of stealing money.

If you are ever in any doubt about anything at all, call the office and speak to Tim, or in his absence to another member of GMFA staff.

### **. . . and be nice**

When collecting from a venue, remember that the bar staff will perceive you to be the public face of GMFA so be friendly and polite. After all, the bar staff are doing us a favour by having the tins and we may want more favours out of them. In particular, don't get upset if someone asks to see your ID – they're not having a go at you, its what they are supposed to do.