

# How to organise a Bag Pack

**Organising a bag pack is a fun and easy way to raise money and promote NICHS at your local supermarket.**

Follow the easy steps below to make your bag pack a huge success.

- Approach your local supermarket and ask if they allow bag packing. (Ask them as early as possible as many key dates get booked up in advance.) Consider booking a weekend or bank holiday as stores tend to be busier. NICHS can provide you with an authorisation letter to approach the store.
- Recruit your volunteers for the day- friends, family, your affiliated club, and give them plenty of notice. Think about the type of volunteer you need and what will be required of them, e.g. standing for periods of time.

You could find volunteers to help through; family, friends, any club you might be a member of, parents at your child's school, or by posting an ask on social media.

## 1-2 weeks before

- Confirm everything with the supermarket.
- Let your NICHS contact know how many t-shirts and buckets you require on the day.
- Send a rota and brief to any volunteers attending.

## On the day

- Arrive with enough time to set up. Ask if the store will allow you to display NICHS branding around the packing area.
- Have t-shirts and buckets ready. You might want to consider hand sanitiser.
- Have your volunteer rota and authorisation letter printed out or on your phone, for reference.
- Make sure all volunteers have information needed to do their role, e.g. asking customers if they would like help with their bags being packed. Brief the volunteers on our work so that they can chat to the customers about what we do.



- Take regular breaks but make sure money is not left unattended.
- At the end of the day collect all the money and place it into 1-2 buckets. (For safety reasons don't take public transport home).
- Thank the store staff and manager for their support.

## After the event

- Ask your NICHS contact about the best way to get the money to us.
- Perhaps you'd like to take part in a cheque presentation photo for social media.
- Thank all your volunteers and let them know how much was raised.
- Make sure you're signed up to our mailing list to see how we have put your fundraising to good use!

**If you require any more information please ring 028 9032 0184, or email [communityfundraising@nichs.org.uk](mailto:communityfundraising@nichs.org.uk)**

**90%** of our work is funded by fundraising and donations.



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