



St Raphael's Hospice

Community Leaflet Distributor Volunteer

Saint Raphael's Hospice Mission Statement clearly states that we value the contribution made by each member of Staff and **VOLUNTEER**. The Volunteer's contribution cannot be over emphasised particularly in advertising our services and fundraising events.

As you will be working in the community you will be able to work independently, be able to find your way around an area and identify key places in the community and have a friendly manner.

ROLE PROFILE

To distribute fundraising leaflets for various events such as the Midnight Walk, Craft Fairs, concerts etc to public venues to increase public awareness and increase participation at these events.

1. To collect a regular supply of leaflets from a link member of staff located in the either the fundraising office at Tobit or London Road as required.
2. To be pro-active in researching an area suggested as to the available public venues available, shops, offices, hairdressers, libraries, community centres etc.
3. To contact the manager of a premises or business preferably face to face initially and ask permission to place a poster or small quantity of hand held flyers.
4. To return to the venue prior to an event advertised in order to check whether further supplies of flyers are required.
5. To inform staff of the location where publicity has been distributed

GENERAL GUIDELINES

Volunteers will be required to wear a hospice volunteer Id badge.

To attend an occasional meeting with fundraising staff to find out what events are planned and how they can be best used

FINALLY please remember that first impressions are vitally important. You are on the front line and are therefore ambassadors for the hospice.

Volunteers are an essential part of Hospice life and without you the Hospice cannot exist. We very much appreciate the work you are doing for the Hospice.

Thank you.