

## PLEASE READ

Good morning and welcome to the 2024 RCH Good Friday Appeal! We hope you enjoy the day/s and collect as much as is possible for our kids.

### All Collection Sites

You will notice the tub bags and Volunteer Sheets are barcoded. When the tubs are returned to the counting room, the tag is scanned directly into our batch slip (this is the coin/note count for each site) and, at the other end of the process, directly into our accounting package. This is our time saver!

Please remove the string from the tag when you open the bag. When preparing the bag for return to our counting room, please re-attach the tag **using the cable tie in the original bag**. There is a second bag, tag and cable tie in each of the original bags if you need it. **Five full tubs only** in each bag please to reduce weight.

Why? It is easier for you to open the original bag (no scissors required) and when the bag is returned to the counting room we will **not open it if the string is still attached to the bag** as we will assume there was no collection at that site.

Please ensure all volunteers register via the QR code or the sheet provided in some cases. **This is extremely important for insurance and COVID purposes if we need to prove someone's attendance if a claim arises.**

Record the **barcode** of each tub issued against the volunteer's name. This helps us if there is any misallocation in the counting room.

### Collections at Stores

This year, we have been fortunate to obtain some new collection points. Please be aware that some of these points have had adverse customer reactions from other collectors in the past so it is vitally important that we are not seen **as harassing store customers or impeding their entry to the store** as this could result in our ability to collect at these stores again in the future being denied. Authority to collect at these stores has been given by Store Managers and we have provided a separate letter of authorisation for your use in need.

### Problems

Contact your area coordinator or the UBC Communication Centre. The numbers are on the QR code sheet. For collections being undertaken prior to Good Friday, please contact our co-ordinators on Bronwen – 0439 339 654 or Paul - 0432 209 103.

Bronwen Lamond  
GFA Convener