



Ronald McDonald House[®] South Island

Area Coordinators – Annual Appeal 2018

For the Ronald McDonald House Annual Appeal on Friday, 11th May 2018, we are looking for enthusiastic Area Coordinators who want to give a helping hand for this special day.

This is one of our biggest fundraisers for the year. Your time and organisational skills will directly help to keep families close whilst their child is receiving hospital treatment in Christchurch and Southland. What a difference you could make!

Area Coordinators are being sought from Kaikoura all the way down to Waimate, on the West Coast and in Southland.

Being an Area Coordinator, there are four components:

1. Finding and placing volunteers for your allocated sites (between 5 and 8 sites per person)
2. Getting resources (buckets, bibs, stickers) out to the first volunteer of the day
3. Being available on the 11th of May to visit each site once every two hours (approximately) and bank the money at ASB
4. Do a final collection of each site's materials and co-ordinate dropping or posting these to the House.

Area Coordinator Role

Working with Jemma, the Fundraising Advisor, we'll fill each volunteer slot for the sites you've been allocated. Once you've shoulder-tapped colleagues, those at your local sports club, family members, local business owners, old school friends (or current school families) and neighbours, you'll be well on your way to filling those slots! Jemma will also help by contacting RMHSI's business connections, as these places often take individual sites for the whole day.

In April, we ask that you organise giving the first volunteer at each site their bibs, buckets and stickers. You can pick these up from the House, or have them couriered to you and then deliver them directly to the first volunteer, or the site itself. If you can't do this, we can send them to the volunteer.

On the day of the Appeal, your job will be to drive around to each site, check on the volunteers and empty their buckets into the banking bags you will have. Each site will need to be checked ideally once every two hours, and the final donations collected (either from the last volunteer or the site manager, before the site



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closes that evening). Each bag then needs to be dropped off at an ASB. If you live in an area without an ASB, we can make alternative arrangements for you.

Don't worry, you will be well supported by Jemma and your fellow ACs. We will have two face-to-face meetings in Christchurch around early March and mid-April, where those in other areas can Skype in. This is to meet others in the same role, share ideas and ask questions.

Requirements

To fulfil this role, we ask that you have a car and clean driver's license, a cellphone, email address and the ability to use Excel, and an enthusiastic, can-do attitude!

Please call 03 377 3311 or email jemma@rmhsi.org.nz to have a further chat.

NB: If this is something you're interested in but can't commit to fully, or you can do parts of the role (e.g. you think you can fill the site with volunteers but can't take time off on Friday 11th), please let Jemma know and we can work out a job-share solution. You can absolutely do this role together with someone else!

