

## Bag Pack

Offering to pack bags of shopping for customers at the supermarket checkout is a popular way of fundraising - and a great chance to raise awareness too.

### Getting ready for the event

1. **Organise the collection** – The best way to organise a bag pack is to go in person with your letter of authority and ask to speak to the general manager. Alternatively, use our template letter to write to them instead. If you don't hear back straight away, don't be afraid to be persistent and keep calling/emailing until you get a response. As it's a popular fundraising activity, slots can get booked up a few months in advance so you'll need to plan ahead. You might be able to book more than one date at a time.
2. **Organise your volunteers** - Ask your friends and family to help. Ideally you'll want someone on each till. The more tills there are to cover the more you'll raise!



**Sharan raised £912.66!**

### What you'll need

- Buckets
- T-shirts
- Awareness materials

### On the day

Ask each customer if they'd like you to pack their bags. Remember to put frozen items and cleaning products separately, and put heavier items in first and fragile items on top.

People will donate however much they like, just have your bucket clearly displayed and let people know what you're fundraising for.

Have a plan for how you'll get home with buckets full of change – think about security. It would be best if you're able to drive straight home.

### Post event

You'll need two people present when you count the money, and it's a good idea to double count it. Don't forget to let the supermarket and anyone who helped on the day know how much was raised!

### Top tips

- If you don't have anyone to help you pack on the day, it's still worth going and doing a bucket collection in the foyer of the supermarket.
- Try to book the biggest supermarket and ask the manager to book you in at busy times of day to try and raise as much donations as you can

[RECIPIENT'S NAME]  
[RECIPIENT'S ADDRESS]  
[TODAY'S DATE]

[YOUR NAME]  
[YOUR ADDRESS]

Dear [RECIPIENT'S NAME],

I am writing to you regarding a proposed Bag Pack fundraiser.

My name is [YOUR NAME] and I am a student at [UNIVERSITY]. In [MONTH] 2018 I will be undertaking [CHALLENGE], as part of a project run by [UNIVERSITY] Raise and Give (RAG), raising money for Meningitis Research Foundation (registered charity no. 1091105). I am tasked with fundraising [TARGET] for the charity through this challenge, and am fundraising throughout the academic year to do so. Therefore, I would like to request a bag packing date on the nearest available [Saturday] at your store. I would be grateful if you could get back to me as soon as possible with the closest proposed date and how many available places there are for bag packing.

The dates I would be available are:

- Date 1
- Date 2
- Date 3

The money raised at this bag pack would go towards the work of Meningitis Research Foundation, who are fighting to create a world free of meningitis and septicaemia. Students are the second largest at risk group (after babies and toddlers), which is why, as a student, this charity appealed to me as a particularly worthy cause. The money that your customers donate to this amazing charity will spent on conducting research into prevention detection and treatment of the disease; raising awareness of meningitis and its symptoms and the available vaccinations etc.; and providing support for those who have been affected by the disease. **Please find attached a letter from the charity authorizing me to fundraise on their behalf.**

If you have any questions about the [KILIMANJARO/EVEREST/MARATHON] challenge or the charity, or if you would just like to find out more, please contact me at [YOUR EMAIL ADDRESS] or on [YOUR PHONE NUMBER].

Thank you kindly for taking the time to read about my project; I look forward to hearing from you soon.

Yours sincerely,

[YOUR SIGNATURE]

[YOUR NAME]