

Corporate Resource Pack

Volunteering and Participating Opportunities



Supporting The Christmas Shoebox Appeal

How you and your colleagues can get involved!

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Who Are Team Hope?

Team Hope is an Irish, Christian, International Development Charity working to help children affected by poverty in Africa and Eastern Europe. Founded in 2010, we work in 14 countries across Africa and Eastern Europe to help children affected by poverty or marginalisation.

We are best known for the Team Hope Christmas Shoebox Appeal, which is an annual campaign where thousands of individuals in Ireland donate shoeboxes filled with gifts to be given to children affected by poverty. It is an opportunity to share a little joy and excitement with children who live in circumstances where these can sometimes be in short supply. This year, Team Hope will be offering everyone the option to build their box at home or online! This will help ensure as many people can get involved in the campaign as possible and ultimately allow even more children to receive a gift of love this year.

This year we are encouraging businesses big and small; their staff families and friends, to #MakeAChildSmile by creating shoebox gifts, either physically or online. This booklet will explain how to create a Christmas Shoebox at your workplace; working from home or online. It will also provide details on the various volunteering roles and give you ideas for fundraisers to help raise money either individually, or as a team, to purchase additional shoeboxes.

How Does The Christmas Shoebox Appeal Work?

Each year the people of Ireland lovingly create their own Christmas Shoebox gift by either making their own personal gifts at home, with office colleagues or by donating online where one of our in-country partners will create one for you.



◀ Volunteers in the Dublin South Checking Centre

How Does The Christmas Shoebox Appeal Work At Home?

Here is a step-by-step guide on how to **BUILD** your shoebox gift quickly and easily at home. Creating a shoebox gift is a personal thing. Every box is unique and part of the fun is choosing what goes into your gift.

- **B**uild your box at home by covering a regular sized shoebox in colourful paper.
- **U**se the label from this leaflet to decide if your box is for a boy or a girl and the age group.
- **I**nsert items from the “4 W’s” completely filling your box. (Wash, Write, Wear and WOW).
- **L**eave your box at one of our drop-off points.
- **D**on’t forget to include your €4 donation* in your Team Hope envelope or donate online at www.teamhope.ie/csa and close your box with just an elastic band (and not sellotape).



▲ A Gift-filled shoebox with all the ‘4 W’s’

*The €4 online shoebox donation goes towards the cost of making the Shoebox Appeal programme happen, including promotion, buying the items to fill the box, transport and delivering your box to each child. If there are any surplus funds, they are used for on-going development work with children, their families and communities. Details of this work, alongside Team Hope’s annual audited accounts can be found on our website www.teamhope.ie.

Some key dates for your diary!

Mid-September: Launch of online and physical “Build A Box” Appeal.

November: “Shoebox Week” – A celebration week and focus on donating Shoeboxes held the week after school October half term. Deadline for donating a Christmas Shoebox made at home is November 8th.

December: (23rd) Final day for donating a shoebox online.

How Does The Christmas Shoebox Appeal Work Online?

If you want, you can also donate online and we'll make the box for you! By donating a shoebox for online Team Hope's network of local partners can purchase gift items and create a shoeboxes for you. Our partners will then deliver the shoeboxes into the hands of the children – in hospitals, schools, shelters, churches, orphanages, community centres or family homes. Shoeboxes can be donated online for €20.00 at www.teamhope.ie/csa from September through to 23rd December. You can find out more information on our partners in this manual.

The Shoebox Appeal is known for its opportunity to send a lovingly filled shoebox, unique to the donor, straight into a child's hands. We try to keep that personal touch alive through our on-line appeal as well. Like the Christmas Shoeboxes made at Home, donors purchasing a shoebox online can also personalise their shoebox by selecting the gift items from the 4 W's (something to Wash with, Write with, Wear and to go "WOW!"). This is all possible with our ["Build a Box" interactive facility on our website](#). Donors can also further personalise their shoebox online by uploading a picture or downloading a colouring sheet to send with their donated box.

The €20.00 online shoebox donation goes towards the cost of making the Online Shoebox Appeal programme happen, including promotion, buying the items to fill the box, transport and delivering your box to each child. If there are any surplus funds, they are used for on-going development work with children, their families and communities. Details of this work, alongside Team Hope's annual audited accounts can be found on our website www.teamhope.ie. The reality is, that there are never enough shoeboxes, yet the need is greater than ever.

How To Build A Box Online?

Here is a step by step guide on how to BUILD your shoebox gift quickly and easily.

Creating a shoebox gift is a personal thing. Every box is unique and part of the fun is choosing what goes into your gift. Your online experience continues that excitement and allows you to personalise your gift in a number of different ways.

Head to our website www.teamhope.ie and click on the Christmas Shoebox Appeal tab. You can donate your money directly or you can take a few extra moments to personalise your box.



TELL US ABOUT YOURSELF

Personalise your box.
Print out and colour in
our resources (optional).

[Get Downloads](#)



BUILD A BOX

Use our fun packaging tool
to create your own digital
shoebox (optional).

[Build Your Box](#)



DONATE FOR YOUR SHOEBOX

Finish your shoebox by
making your €20 donation
or if you'd prefer - you can
skip straight to this.

[Donate Now](#)



UPLOAD

Once your donation has
been made, you'll be sent a
link to upload your
personal story.



TELL YOUR FRIENDS!

Let people know that you
have helped a child in poverty
and use the hashtags
#TeamUpForTeamHope
#ChristmasShoeboxAppeal
#EveryBoxCounts

Our Overseas Partners

Team Hope works with like-minded, locally based partners in all our international project and programme countries across Eastern Europe and Sub-Saharan Africa. Motivated by a similar ethos to our own, they are engaged in tackling poverty in their communities and are well placed to reach those on the very margins of society.

One of Team Hope's aim in 2021 is to deliver as many Christmas Shoeboxes as possible to children in 14 countries including: Romania, Transnistria (Moldova), Ukraine, Kosova, Albania, Belarus, Burundi, Congo, Lesotho, eSwatini (Swaziland), Malawi, Burkina Faso, Kenya and Rwanda. Below you'll find details about two of our partners in these countries as well as some of the [ongoing development project work](#) that has come about as a result of the Christmas Shoebox Appeal.

Kenya

Our partner in Kenya is Cosmos Munyasa who runs NACODEV. Team Hope has collaborated with NACODEV on wide scale community water programmes for many years, and most recently on hygiene and sanitation programmes. Due to the ongoing requirement by the Kenyan government to tax any physical shoeboxes coming into the country, the Christmas Shoebox Appeal has only ever been run in an online format. So far over 4,500 Christmas Shoeboxes have been distributed, with 2020 being their biggest single year, creating and distributing 1,521 gifts to the children of Machakos county. Access to water is something the people of Machakos County never take for granted, as this area doesn't receive much rain water. Many local farmers rely on the rains for their crops and income. Team Hope is working with NACODEV to help provide water for the communities there.

One of the people who has benefitted from this project work has been Agnes. Water pumps were put in so people could access water and fruit trees were planted to help protect the fragile soils and provide a healthy sustainable crop. Agnes was able to establish a nursery, growing seedlings for the fruit trees, which have now become so popular that people from all over buy them. Through providing a good source of water, Agnes' community not only has safe drinking water but her family also has a better income and a more hopeful future.

Rwanda

Our partners coordinating the Christmas Shoebox Appeal in Rwanda are Solace Ministries run by Jean Gakwandi. Solace Ministries help to support those communities most vulnerable through income generation programmes. As a result of the genocide that occurred in Rwanda over 25 years ago there is now an entire generation gap, where there would have been household income providers before. Solace Ministries are helping the woman and their families still affected today by the impact of genocide. For the Christmas Shoebox Appeal in Rwanda, sometimes actual shoeboxes cannot be sourced by our partners. However, handmade schoolbags have been substituted for shoeboxes thanks to a community development project established between Team Hope and Solace Ministries, not only proving a schoolbag for the children but also creating yet another income generating project. Over 13,000 Christmas Shoebox gifts have been distributed in Rwanda. Team Hope has also helped build several primary schools and supported families previously affected by COVID-19.



▲ Cosmos (L), Team Hope's local partner in Kenya with Agnes (R)



▲ Jean (L), Team Hope's local partner in Rwanda, and children (R) receiving a gift filled school bag

How To Promote The Appeal

For anyone looking to promote the Appeal in their workplace, we have a number of physical resources available. These include leaflets which can be ordered through our website then distributed to your colleagues. We also have posters available which can be displayed in noticeboards and reception areas. Also, available for download is our campaign video which can be found on our website www.teamhope.ie. We also have power point presentations which can be delivered in person or online. Please contact our office on 01 2940222 or info@teamhope.ie for more information on our promotional materials.

Promoting The Appeal Online

The easiest way to help us promote the Appeal online is to “Like, Comment and Share” our posts relating to the online appeal on our social media platforms. Our social media platforms include: Facebook, Instagram, Twitter, YouTube, Pinterest and LinkedIn. You can find us by searching “Team Hope Ireland”.



How sharing content works:

- The information will be seen by more people directly and indirectly
- It will be seen on your page and Facebook will also show it to more people!
- We could gain more followers to share future news with
- We will reach new people
- Facebook will show our future posts to more people!

Remember to use our hashtags: #MakeAChildSmile #ChristmasShoeboxAppeal

When creating your own content, you can:

- Make it personal
- Run your own fundraiser (which we will share on our own social media pages)
- Tell your stories
- Share resources you're using from the website
- Link to www.teamhope.ie
- Call us with any issues/ideas/questions

Volunteering Roles within Team Hope

There are several exciting and fun ways to volunteer within Team Hope including:

- Volunteering with your local Christmas Shoebox Appeal Checking Centre
- [Year Round Volunteering Opportunities](#)
- Running a Fundraiser

Your Local Christmas Shoebox Appeal Checking Centre

Our Christmas Shoebox Appeal relies heavily on volunteer help from communities – both businesses and individuals. We have 45+ checking centres around the country that require over 2,000 volunteers to help us check, pack and load the shoeboxes before sending.

From October to November our volunteers collect these shoeboxes from our various drop off points, check the contents of the donated shoebox gifts, pack them into cartons and load them onto trucks sending them to their final destinations in Eastern Europe and Africa. From a few hours to a few weeks, you can volunteer your time to get together in a fun environment to help in your local checking centre. You'd meet new people who could become life-long friends – please contact us to discover where your local team is!

The Local Checking Centre Team – *what can you do?*

Every centre around the country has a team of volunteers who help coordinate the smooth running of the Christmas Shoebox Appeal in their area. Each team has an Area Coordinator who is in touch with the Team Hope office and helps coordinate the local team. There are lots of varied roles to help make the appeal happen meaning there will almost certainly be something that suits you – could you help in one of these ways?

- Checking Shoeboxes:** In this volunteer role you would get the joy of making sure the Christmas Shoeboxes are safe, suitable and ready to be received by a child. If interested in this role you will be given basic training.
- Wrapping Shoeboxes (Also Known As “Special Care” Area!):** No matter how careful we are when collecting the boxes sometimes the paper will get ripped or boxes will get squashed or broken. The Special Care Area is an area where these boxes can be repaired or if broken, the contents can be transferred to a different box.

- c) **Collecting Shoeboxes and Drivers (Requires I.D.):** These are volunteers responsible for collecting shoeboxes from the various drop off points and schools etc.
- d) **Finding Fillers (may require I.D.):** This a volunteer role that sources suitable Christmas Shoebox fillers to help supplement boxes that might need a little extra. We always look for a full box with items from the 4 W's (Something to Write with, Wear, Wash and Wow!)
- e) **Helping Spread the Word:** We are always looking for people who can contact schools or community groups and give presentations about the shoebox appeal and its amazing impact.
- f) **Feeding the Workers!:** Tea and coffee (and nibbles like biscuits and maybe cakes) are essential and always very welcome!
- g) **Packing Cartons:** Have you got good spatial awareness? We pack the shoeboxes into larger cartons for shipping. This requires patience as ideally there should be a minimum of 8 shoeboxes in a carton with as little air space as possible!
- h) **Truck Loading:** Just as cartoning requires spatial awareness so does truck loading. Each checking centre has a set time for a truck to arrive to collect completed and cartoned Christmas Shoeboxes. In this volunteer role you would be responsible for ensuring the cartons are loaded onto the truck in the most efficient way possible.
- i) **Data Entry (Requires Application Form):** You may be a volunteer who cannot get to the checking centre but who still want to help. If you have a computer at home, you can do data entry! The data on the Christmas Shoebox donation envelopes is the information we use to be able to send our annual Thank You Report out in every February.

There are lots of other roles as well, from helping to coordinate shoebox collections, helping with finances, coordinating with our drop off points in your area, helping to source a checking centre location, or helping ensure the checking centre is safe. Depending on the size of team one or more of the roles above may not be applicable to the local checking centre.

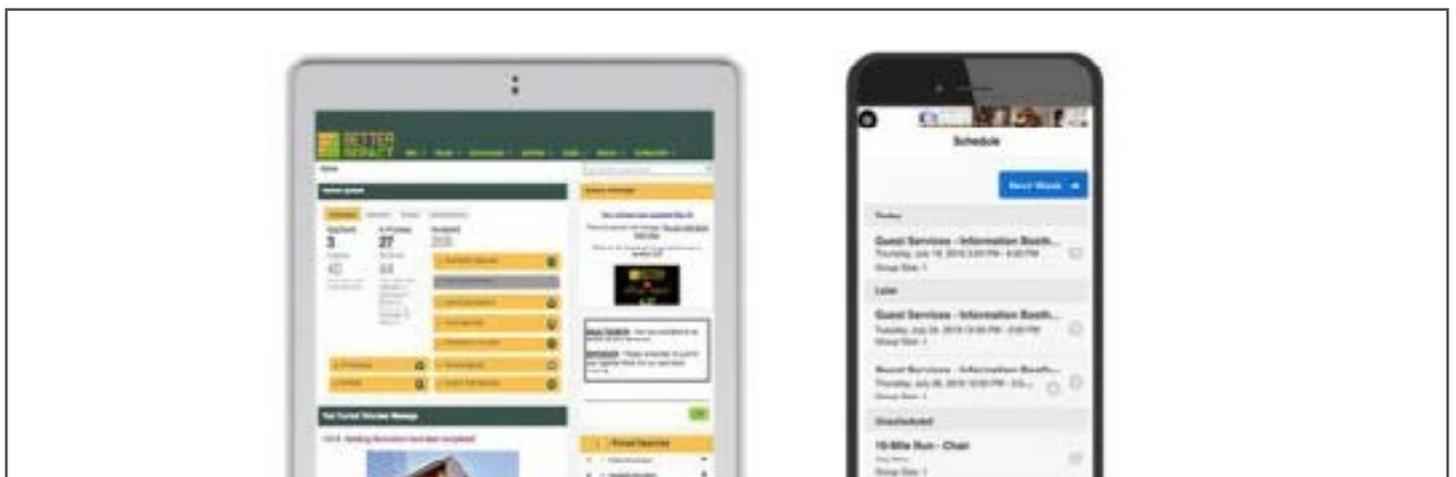
Recommendations for In-Person Volunteering at a Local Checking Centre

As most volunteer-involving roles in Centres are indoors, Team Hope strongly recommends that all volunteers follow all public health COVID-19 safety guidelines including:

- Be fully vaccinated
- Show no symptoms of COVID-19
- Wear a mask indoors
- Wash and sanitise your hands regularly
- Maintain a safe and comfortable distance from other volunteers within the Centre

How To Sign Up to Volunteer at a Local Checking Centre

This year some of Team Hope's Local Checking Centres are piloting a new ONLINE SIGN-UP system especially for Corporate volunteer teams. This makes it easier to track and engage with you and your colleagues getting involved with in-person volunteering. When signing-up online for in-person volunteering you'll be invited to **fill in an application form** so please include your Business Name; Function and Location in the Address Line 1 as well as your full name; mobile number and business email please. Up to six Checking Centres are piloting this new volunteer management software called Volunteer Impact (provided by Better Impact). Each of these Centres has a unique url link, so you and your colleagues simply click on the Centre you'd like to volunteer with; enter in some personal details to set up your own volunteer profile; view open shifts available and then sign-up online. Once you've set up up your volunteer profile, you can also download the app (iOS or Android) to see the volunteer shifts you've signed up for on your smartphone.



▲ Team Hope's new online volunteering sign-up system

Each volunteer shift shows a maximum capacity of volunteers so if one shift is full or closed, check other open shifts for that Centre. If you and your team are looking to volunteer together, please check shift capacity first, then invite all your team members to sign up individually at around the same time, to avoid any disappointment.

Each person signing-up online may get reminder(s) prior to their shift(s), as well as specific information to enhance their volunteering experience at the Centre. When volunteers attend their shift(s), their hours are automatically logged (for any non-attendance please advise Alan amcelwee@teamhope.ie). Feedback responses may be emailed to volunteers once their shift is completed, to help evaluate their experience.

Contact Information

This profile represents a person who doesn't log into

Back to Activity List

I would like to volunteer

Fill in an application

Email Address

Username

Password

Confirm Password

Salutation

Legal First Name

First Name

Middle Name

Last Name

Suffix

Address Line 1

Address Line 2

Town / City

Country

County

In **Address line 1** enter your 'Company Name, Function and Location only'.

Example:

'AIB HR Bank Centre Dublin 4...'

'AIB Branch StillorganCo. Dublin...'

'KPMG Dublin 2...'

'Salesforce Marketing Center Dublin 18..'

▲ Signing up your organisation

Towards the end of the Appeal, or when you and your colleagues have completed your volunteering with Team Hope, we can provide a report showing how many unique volunteers volunteered and the total number of hours volunteer per Corporate. We know many Corporates appreciate tracking staff volunteer time hours as part of their social engagement so encouraging you colleagues to sign up online helps us, help you. The Centres currently participating and open for your volunteers to sign-up online may be accessed [HERE](#) - this will lead to separate links from which volunteers may select the Centre(s) from which they would like to volunteer. We kindly ask that if your first preference is not available then please consider a convenient alternative. If you're interested in signing up to volunteer in-person with your team/business unit but don't see a Centre close to you in the online process, then please refer to our full list of Centre Coordinators and Contacts emailing them directly [HERE](#).

Corporate Volunteers

Year Round Volunteering Roles - within Team Hope:

With so many ways to get involved and support the work of Team Hope throughout the year, there's something for everybody! From crafts to fundraising, from schools to corporate groups, we make volunteering easy, fun and really worthwhile. Below are a variety of ways in get involved throughout the year. Contact us for more information.



benevity



YourCause

▲ Team Hope is registered with the Top 3 Matching Gifts platforms used by corporates in Ireland

Creative Makes

Sometimes, when checking the shoebox gifts in our checking centres we find that some of the boxes aren't quite full. Lovingly hand-crafted gift items send an additional message of love with our Christmas Shoebox Appeal and help fill a box to the brim with extra special surprises. Below are several suggestions to get you started but perhaps you have other skills that could be used as well.

Knit or Crochet

Join our Super Knitters volunteer team for the Christmas Shoebox Appeal! Perhaps you could knit a crown that could transform a child into a king or queen for the day or a little cuddly duck that would keep them comforted at night time? We can also send you patterns for little handbags, teddy bear hand puppets and "dude dolls" that will hopefully get you started and even the team here in the office can follow them!



▲ Knitted (R) creative makes

Sewing / Felting / Jewellery Making

Do you have some spare material or a hobby or skill? Bags, dolls, jewellery and other hand crafted gifts are such a personal expression of love. Check out our Pinterest page @hope4344 for inspiration!

Create Wooden Items

Do you belong to a carpentry group or maybe the local Men's or Women's Shed? Woodwork and whittling are time honoured skills - could you create a spinning top, a toy rattle or a wooden box with surprise items inside. Small toys, puzzles and games all make wonderful, special shoebox gifts.

Collecting Your Creative Make Items

Our checking centres open in late October which is when we would need to have your creations ready for. We will do our best to have our volunteers collect them from you but if you would like to visit your local centre you would be most welcome to pop along and meet your fellow volunteers. Details of local coordinators will be posted on our website in October.

“Dear Team Hope, I hope you like all the knitted toys I have made over the past few months. It has kept me busy during these weird times and I have loved doing it. It has also given me the opportunity to win a Gold President's Volunteer Award with University of Limerick from the hours I have logged! Thanks so much for the opportunity and I really hope the toys make the kids you work with very happy.” - Isobel, Student, Creative-Maker.

Watch the Box to Make a Box

Earn One4all vouchers for the Christmas Shoebox Appeal by completing Media Opinion's quick media surveys about radio and TV. This is definitely the easiest volunteering you'll ever do!



“I think this is a great way to get people involved in volunteering... I spend a lot of time watching programmes, listening to music etc so to be able to use this as a way to support a charity would be amazing.” - Chloe, Watch-The-Box viewer.

Fundraising - Increase The Number Of Shoebox Gifts You Build/Send

It's absolutely fantastic to donate a gift filled shoebox to a child but how wonderful would it be to be able to increase that number and raise money to send as many boxes as you possibly can? The following information will help you do just that. We'd love you to get together with friends, family, work colleagues or even reach out on social media and fundraise for Team Hope.

By raising awareness of the Appeal you could help build even more shoeboxes for even more children who may be receiving their first ever gift. Simply telling people about our Appeal might just encourage one more person to create a shoebox gift - either physically or on line - either way what you do to help will be amazing.

Here's some examples of people who started by building one box online and then decided to get together with others to help raise even more awareness and money for the Appeal.

Corporates:

Huge thanks to Denise and the girls at AIB, Tullow. They walked 160k and raised a massive €1,500 for online shoeboxes, which brought a little love, hope and happiness to 75 little children.



▲ AIB Tullow staff fundraiser for the 2020 Christmas Shoebox Appeal

Individuals:

Edna and Hazel in Cavan completed a Just Giving Fundraiser to raise money for the Christmas Shoebox Appeal by walking 1000km before Christmas! They set an initial target of €500 and reached over €1000! That's a wonderful 50 shoeboxes and 50 happy smiling faces!



▲ Fundraisers Enda (L) and Hazel (R) in Cavan

Schools:

Isabelle Mulholland and Giahân Fagan from Loreto High School, Rathfarnham, Dublin raised over €1,740 through a raffle they ran together over the Halloween mid-term! That's 87 children who received shoeboxes! They raised the funds for the prizes by walking dogs, lifting up leaves, cleaning cars, and carrying out some tasks for their families.



▲ Students Isabelle (L) and Giahân's (R), fundraiser for the 2020 Christmas Shoebox Appeal

Fundraising - How to Fundraise For The Christmas Shoebox Appeal

In this section you'll find information; ideas, guidelines, resources and lots of information about running an event towards the Team Hope Christmas Shoebox Appeal. As well as asking people like yourselves to donate shoeboxes as individuals, we'd also love to get people fundraising so we can deliver as many shoeboxes as possible. Your friends, family, office, business, sports clubs or church could help us organised a local fundraiser. Thank you so much for supporting Team Hope's Shoebox Appeal. With the help of volunteers and supporters like yourself running fundraisers we'll be able to bring hope and joy to children.

Guidelines

As a registered charity engaging in public fundraising, Team Hope wants your fundraiser to be a success for everyone – you as a fundraiser and those supporting you. So here's a few guidelines to help you.

1. Please let us know if you are thinking about a fundraiser so Team Hope can support your event (email info@teamhope.ie)
2. If you intend doing a fundraiser and handling cash income, then please let us know so we can provide bank details for lodgements and a receipt booklet so each donation can be receipted and given to those supporting your fundraiser
3. Alternatively, set up your fundraiser online using [JustGiving](#) which is a platform to help you start fundraising immediately as well as sharing on social media and managing donated online funds raised
4. Please see Team Hope's donor charter which outlines our commitments to those who donate to us. You can find it on www.teamhope.ie when considering your fundraiser
5. Any out of pocket expenses incurred with your fundraiser may not be deducted from the funds raised – any expenses need to be agreed in advance with Team Hope.

Emailing Team Hope

Unless you decide not to use the JustGiving for your fundraiser, please tell us a little bit about yourself and your fundraising idea so we can best help and support you, by including details like:

- a) Your full name, mobile number and email address
- b) If you are planning a fundraiser with your work colleagues or with one of Team Hope's local teams across the country
- c) Any previous volunteering experience with Team Hope
- d) Area/town you are based - to help us support you
- e) Type of fundraiser in mind
- f) Do you intend on handling cash or instead using the online JustGiving platform?
- g) Will other volunteers be helping you as a team or can we help you find team members?
- h) Any specific help needed as a fundraiser?
- i) Approximate number of participants in your fundraiser and how any in-person engagement will respect social distancing etc (if applicable).
- j) COVID-19 health and safety protocols that will put in place.

Fundraising Ideas

Organising a fundraiser can be a great way of sharing your passion to help others, with family friends and colleagues etc. It can also be a great way to connect socially (respecting physical distancing) and for people you invite to try new social events or activities. Fundraisers can be set around different types of social events, activities or tournaments. It's often easiest and best to organise your fundraiser around a hobby, skill or interest that you already have, as you may well have a social network or club of interested people.

Invite people from your network into your fundraiser, asking them each to donate a suggested amount to attend/participate. Invite them to ask others into your fundraiser and so on. A local business might sponsor a prize or two for you to give away during your fundraiser adding some extra excitement. Some fundraisers, especially competitions, can be done online using a smart phone with participants videoing themselves, then sharing on social media for others to attempt.

Below are some ideas for fundraisers that we hope will inspire you to organise a fundraiser. Some of these ideas can be either in-person or virtual/online, or both. While there are different motivations for people getting involved with fundraising, the following list focuses on two main types, but feel free to be innovative and adapt any of the ideas below.

A-Z of Fundraising Ideas	Social & Community Orientated	Activity Event & Health Based
A-F	Auction (online) Bake Sale Online Board Game Night Bingo Coffee Morning Community Clean Up Arts & Craft Fair (online) Clothing Swap Car Wash	Aerobics Workout Cycling Event Climb the equivalent of a mountain, walking up and down stairs Cycle a famous route on your indoor bike Cooking Class Dog Walking Dunk Tank
G-L	Knit-athon Karaoke-athon Haircut (donate your hair)	Golf Driving Range Competition Keepie-Uppie Competition Kite Flying Marathon
M-R	Musical Instrument Painting & Pottery Outdoor Movie Read a book and discuss Quiz Pet Photo Competition Pumpkin Carving Contest	Push Up Challenge Race or Fun Run Make Your Own... Pet Care Training “Merch” Sale (invite business to donate their branded merchandise to sell for charity)
S-Z	Video Game Competition Treasure Hunt Sky Lantern Send Off Walking Tour Used Book Drive	Silent Disco Swim in the Sea Sports Tournaments Yoga Marathon Trek or Walk Vegan Cooking Sessions

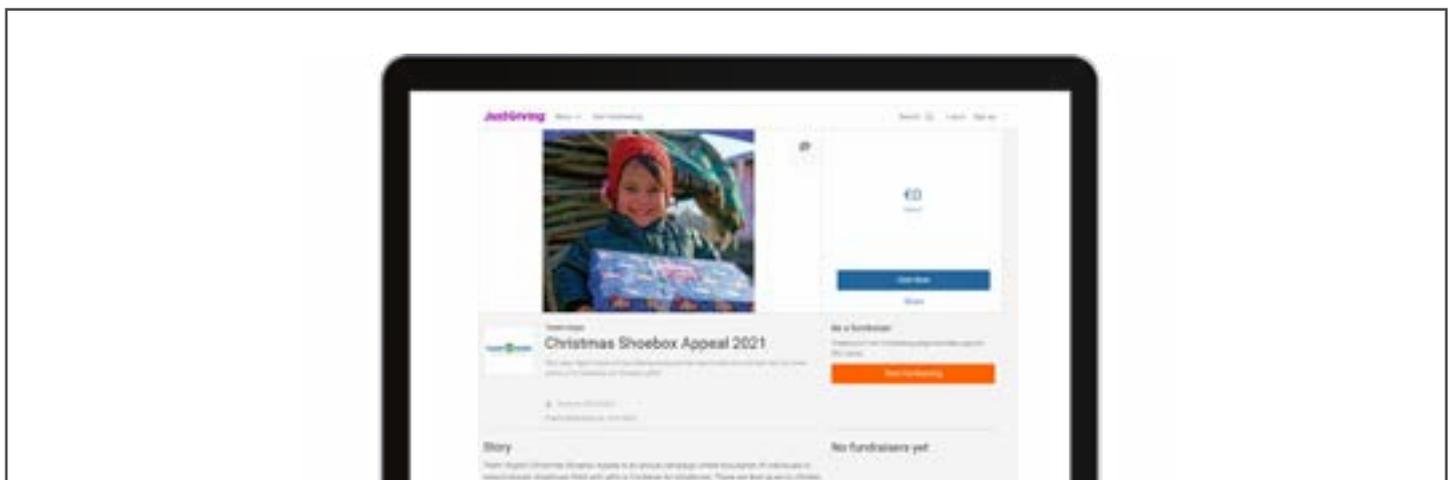
JustGiving

There are lots of online fundraising pages out there but we've found the most competitive site is [JustGiving](#). You can set up your own online fundraising page on JustGiving promoting your event or activity in a few simple steps. Or register as a fundraiser with Team Hope (info@teamhope.ie), and you will receive a link to set up your unique fundraiser on JustGiving - with step-by-step details.



Once you are set up, invite a few people by email into your team to help organise your fundraiser. Then you and your team can link your fundraiser to your social media accounts, inviting family friends and colleagues etc. to support your fundraiser.

There is a small transaction fee of 2.9% when funds are transferred by JustGiving to Team Hope directly.



▲ Campaign page on JustGiving for this year's Christmas Shoebox Appeal

Resources

Team Hope is happy to support you as a registered fundraiser and to provide whatever resources it can, to support you and your team. Below is a list of resources available. However, if you need anything else please let us know by email.

- Email confirming that you are fundraising in aid of Team hope which local businesses etc, might ask for if you are looking for gifts-in-kind donations as gifts/prizes for your fundraiser and to help create some extra excitement for your participants.
- Team Hope would like to be able to help you promote and share your fundraiser on its social media so please let us know of a key date for your local fundraiser.
- Share pictures of you, your team and fundraiser on your social media using the hashtags, **#MakeAChildSmile** and **#ChristmasShoeboxAppeal** (see social media section).
- The “Team Hope” logo and other marketing collateral is available for you to use in the promotion of your fundraiser.
- A Zoom or telephone call with you and your fundraising team to help support you.
- A receipt and thank you to each donor supporting your fundraiser (via JustGiving)
- A Christmas Shoebox Appeal report for you and those supporting your fundraiser to share online

All fundraisers and associated events need to be run in a manner that ensures the safety and wellbeing of all concerned. Where a fundraiser is teaming up with colleagues then please observe the Health & Safety statement provided by your employer where applicable.

Team Hope does have insurance cover in place, which extends to volunteers fundraising in aid of Team Hope, where the fundraiser has registered by email with Team Hope info@teamhope.ie Businesses should have their own cover in place for their staff to volunteer and engage with charities.

Checklist

Here's a checklist to help you get your fundraiser going and completed successfully:

1	Select a fundraising event or activity that you will enjoy.	
2	Email info@teamhope.ie to let us know you will be doing a fundraiser.	
3	Make sure your fundraiser can be organised and run safely in line with the latest Government advice.	
4	Think about how you will promote your fundraiser, asking people for support.	
5	Think about a realistic and achievable target for your fundraiser that you might want to share e.g. 20 supporters donating €10-€20 each would suggest a target of between €200 and €400 and hopefully will be exceeded.	
6	Share updates with your team and supporters on a regular basis as your fundraiser progresses including a few key milestones e.g. thanking publicly on social media the first few supporters making donations or when over halfway to your target.	
7	Try to bring your fundraiser to a grand finale during Team Hope's Christmas Shoebox Appeal week as Team Hope will have a national PR campaign running at that time (first week after October school half term).	
8	Thank all your donors and supporters personally and/or this can be done automatically online with JustGiving.	
9	Acknowledge the final figure raised with your donors and receipt any donated funds where requested (done automatically online with JustGiving).	
10	Lodge all donated cash funds to the Team Hope bank account and reference your name as the fundraiser (done automatically with JustGiving).	

Flat Pack Shoeboxes

As part of Team Hope's Christmas Shoebox Appeal this year, there will be a limited number of our [Flat Pack Shoeboxes available](#). These are available to purchase, making it easier to participate in the Appeal by donating gift-filled shoeboxes - no more hassle hunting around for old shoeboxes plus no wrapping required!



▲ Shoebox after assembly

Flat Pack Shoeboxes are on sale across the country, helping you to get involved in the Christmas Shoebox Appeal and supporting the work of Team Hope. This year our Flat Pack Shoeboxes can be purchased in two ways:



▲ Box containing 50 flat pack shoeboxes

- Firstly, by the case with 50 Flat Pack Shoeboxes per case. These are ideal for Corporates to buy for their staff, with staff then filling them with the 4-W gifts. A case of 50 Flat Pack Shoeboxes is €95 each including packing and postage anywhere in the Rep. of Ireland (Team Hope is VAT exempt). To place your order on behalf of your corporate/business please email amcelwee@teamhope.ie with your full contact details including both invoice address and

delivery address with eir code; the number of cases required and any PO# or order reference. We will then confirm payment details, preferably by invoice. Please allow 4-5 business days for delivery, from your order date. Each case of flat packs comes with an instruction sheet including a colour BOY & GIRL label, which can be scanned and emailed to all your colleagues.



▲ 3 pack of flat pack shoeboxes available at Dealz

- Secondly, a pack of three flat pack shoeboxes from Dealz stores nationwide soon. Recommended Retail Price is €5 per pack of three and please check with your local Dealz store for availability [HERE](#). Each three pack flat comes with an instruction sheet, colour BOY & GIRL label and elastic bands to put around your gift-filled shoeboxes.

Our Standards and Values

Team Hope is an Irish, Christian, International Development Charity working to help children affected by poverty in Eastern Europe and Africa. In order to make sure Team Hope's work to help others is always safe and respectful, as well as ensuring charity resources are used for their intended purpose, we ask all staff and volunteers to behave in line with the following standards and values.

- Team Hope believes every person should be treated with respect, dignity and courtesy and staff and volunteers should act in a supportive, professional manner towards all those they work with.
- Team Hope do not discriminate directly or indirectly on the grounds of gender, marital status, family status, sexual orientation, religion, age, disability, race, political affiliation, social status or membership of an ethnic community.
- Everyone is expected to avoid any unnecessary personal risk that may impact on the health, safety and welfare of themselves and others. Your safety is your responsibility.
- Everyone should ensure that any Team Hope property, funds or resources are used for their intended purpose only, in a responsible, careful and accountable manner.
- No one should work under the influence of alcohol nor use, or be in possession of, any illegal substances on premises, vehicles or accommodation where work is being carried out in conjunction with Team Hope.
- As a charity Team Hope must make sure our resources are used as intended. No one should participate in corrupt, fraudulent, exploitative, or unethical activities. If you become aware that any of these is happening you have a duty to report it (complaints@teamhope.ie)
- Team Hope staff and volunteers must not seek or accept any gifts, service or favours for any personal benefit through their work with Team Hope (except token gifts which have only nominal financial value and only in circumstances where it is culturally appropriate to accept small gifts).
- Out of pocket expenses are only paid based on prior arrangement with Team Hope's management.

- Team Hope encourages all its volunteers, staff or partners to feel comfortable enough to constructively point out attitudes and behaviour they do not like in the hope that they may be resolved.
- In all its work team Hope promotes the wellbeing and development of children and therefore will not tolerate any behaviour that is likely to cause harm, including physical, sexual, emotional abuse or neglect. Caution is required, particularly in sensitive situations when dealing with children or those who may be upset or traumatised, and you should avoid one-to-one situations or private settings at all times.
- Finally, please only use images or communications which portray people with respect and dignity rather than being seen only as victims of suffering or stereotypes and only with their prior knowledge and consent. Do not release the personal information of others without their explicit consent or share any confidential information relating to Team Hope.

If you feel that the above is not being adhered to please contact Team Hope at complaints@teamhope.ie or write to Complaints, Team Hope, 5 Leopardstown Business Centre, Ballyogan Avenue, Dublin 18.

Team Hope is a company limited by guarantee, registered in Dublin, Ireland (Company no. 359820). Team Hope is a Registered Charity (no. 20047627) granted tax exemption by the Revenue Commissioners (CHY14524).

Contact With The Office

- We are here to help, support you and answer your questions.
Please a full list of the Office Staff on the next page.
- Keep in touch, you are not annoying us by contacting us!
- If you would like to provide feedback or would like to make a complaint, full details on how to do so can be found on our website www.teamhope.ie
- Check your emails please as the office will send you regular email updates.
- Let us know any change in phone number or email address or home address.
- No email? We will post you any updates.

Any problems/questions?

If you need any help or support at any time over the next few weeks,
please ask us on 01 294 0222.

Thank you.
You really will make such a difference
to so many children this Christmas!