poppy scotland

Behind them. Always.

The Scottish Poppy Appeal Volunteer Organiser's Guide to

HOUSE TO HOUSE COLLECTIONS

House to house collections are not a mandatory part of the Scottish Poppy Appeal, however they are popular in some areas. If this is a method of fundraising used in your area, this handy guide will support you and your volunteers to remain safe (and legally compliant) when collecting.

We always:

- display a valid collector's card or Poppyscotland photo identification, whenever collecting.
- take extra care when visiting households after dark. If you are visiting isolated places, you should consider whether the visit could cause unnecessary anxiety to residents before approaching households.
- only knock on the front door or main entrance to a house (usually the closest or most directly accessible entrance from a street), unless a resident asks you to do otherwise.
- remain polite and courteous, even if a member of the public requests that we leave their premises.

We never:

- attempt to collect in an area where "No Cold Calling Zone" signage is displayed, even if we know the resident.
- knock on any door of a property that displays a sticker or sign which includes the words 'no cold-calling', 'no cold callers', 'no charities', 'no charity canvassers', or 'no charity fundraisers', even if we know the home owner.
- enter households at any time, unless you are invited in by the resident.
- impede residents from closing a door of their home (for instance, by putting a foot in the door).
- allow those under the age of 16 to collect house to house. They can, however, support with holding poppies, flags and stickers.

Whilst the above list includes the key requirements outlined by the Code of Fundraising Practice, our most important concern is the safety of our volunteers. Please refer to our 'Volunteer's Guide to Staying Safe', available from www.poppyscotland.org.uk/volunteer-guide or in hard copy through your Poppy Appeal Organiser. We can reduce risk by adopting the following principles, which you should share with your volunteers:

- All collectors should be given a copy of 'The Poppy Person's Guide' This can be covered as part of the induction for a new collector and given as a reference for the duration of their time supporting us.
- Volunteers must never be encouraged to put themselves in danger.
- Don't go door-to-door after dark.
- Collect in pairs, whenever possible.
- Only collect in areas or call at properties if you feel safe to do so.
- Let a trusted friend or family member know where you will be collecting and when you expect to be back.
- Have a means to communicate, should you have any issues.
- Plan and know your route, ensure you know where to get help if you have any problems.

The Scottish Poppy Appeal is the two weeks prior to the 11th of November – please do not go door-to-door outside this time.

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