



HOW TO HOLD A

# BAG PACK

**COMBAT  
STRESS**

FOR VETERANS' MENTAL HEALTH

Thank you so much for organising a Bag Pack to support Combat Stress. Follow the simple steps below and you'll be off raising cash before you know it!

## BEFORE YOUR BAG PACK »

- **Venue:** Contact a few supermarkets in advance as they can get booked quickly, especially weekends. Ask them whether they allow bag packing and if they have dates available.

- **Date / time:** Check available dates with those who are helping and confirm with the store manager.



- **Kit:** We can provide everything you need including collection boxes, leaflets, contactless machines, t-shirts, banners and stickers. If the store needs proof you're collecting for Combat Stress, we can provide you with an authorisation Letter.



- **Team:** You will need to have a team of helpers available to pack the bags, ideally one for each till, which could be a lot of people for a large supermarket. Are you part of a group such as Cadets, Scouts, Guides, Rotary, Lions who might be able to help?

- **Lunch/breaks:** Will you be offering lunch to your helpers if they are working all day? And make sure you give them plenty of breaks.



## AT YOUR BAG PACK »

- Arrive in good time for the start of your session.
- Bring the right documents including confirmation letter from the store and authorisation letter from us.
- Ask the manager if you can display our branding such as banners, to let shoppers know who you're fundraising for.
- Spread out and cover as many tills as possible.
- Make sure your team take regular breaks, but ensure any money collected is **never left unattended**.
- Be nice and polite to everyone at your till – even if they decline your kind offer to pack their shopping.
- Wear your Combat Stress t-shirts with pride and chat to shoppers about why you're supporting us.
- Thank the store staff as you leave.



- If possible, ask if you can count the cash on-site in a secure location, always in pairs. Or if there is a Coinstar Machine on site, deposit the coins into there (see paying in details below).
- For safety reasons, avoid public transport where possible if carrying large volumes of cash. If you need to catch a bus or train home, make sure you travel in pairs.

## AFTER YOUR BAG PACK >>

- **Banking:** Count, record and send us the money you raise as soon as you can. See 'Paying in money' for the different ways to do this. It's a good idea to share responsibility for this amongst more than one person and to prepare in advance by getting some money bags from the bank. If there is a coinstar machine in the supermarket where you are doing your bag pack you can use this and it will count all the money for you too!
- **Thanking:** Remember to follow up with the supermarket, helpers and anyone who has supported the bag pack to thank them and let them know how much was raised to help veterans' mental health. We will always ensure a 'thank you' Letter is sent to you too, and anyone else you would like us to thank.



## **PAYING IN MONEY >>**

There are lots of ways to pay in money. Please include your supporter number (if known), your name as a reference, and information about the donation.

**Bank transfers:**

### **BANK ACCOUNT DETAILS**

Bank: Natwest  
Account Name: Combat Stress  
Sort Code: 60-00-01  
Account Number: 00100013

### **BANK ACCOUNT DETAILS (SCOTLAND)**

Please pay into the above Natwest account via RBS branches in Scotland.

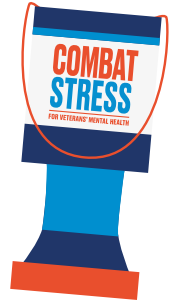


- **Coinstar:** Coinstar machines are situated across the UK in many supermarkets. You can take the cash to any Coinstar machines, select 'donate to charity' then select 'other' and enter the code **2998** to deposit directly to Combat Stress. You will receive a voucher detailing the donation. You must send a photo of this voucher to:

[fundraising@combatstress.org.uk](mailto:fundraising@combatstress.org.uk)

Find your nearest machine:

[coinstar.co.uk/findamachine](http://coinstar.co.uk/findamachine)



- **Online:** Use our online collections page [combatstress.org.uk/collection-donation](http://combatstress.org.uk/collection-donation)
- **Cheque:** Please make cheques payable to 'Combat Stress' and send to:  
**Combat Stress, Fundraising Department, Tyrwhitt House, Oaklawn Road, Leatherhead, Surrey, KT22 0BX**
- **Online fundraising page:** Set up an online fundraising page for the event where you or guests can donate directly. You can do this through our website.  
[events.combatstress.org.uk/community-fundraising](http://events.combatstress.org.uk/community-fundraising)  
or Justgiving.
- **Phone:** Call **01372 587 140** and quote your name, postcode, and event.



For more help and advice,  
call **01372 587 140** or email  
[fundraising@combatstress.org.uk](mailto:fundraising@combatstress.org.uk)

# TOP TIPS >>

- **Let us know:** Tell us about your bag pack so we can support and advise if needed – we'd love to hear all about it!
- **Double your money:** Do you or any of your helpers work for a company that offers 'matched giving' for charity? If so, encourage them to apply and you can double the amount you raise!



# KEEPING IT SAFE AND LEGAL >>

- It's important that you are safe and legal whilst fundraising in aid of Combat Stress. Please follow our ['Keeping it Safe and Legal'](#) guidance document.



[combatstress.org.uk](http://combatstress.org.uk)

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