



ELF Office
Haematology Centre
RD&E Hospital
Barrack Road
Exeter
Devon
EX2 5DW

INFORMATION SHEET

Collectors Guidelines

1. As an official Collector of ELF Collection Boxes, please place and collect ELF Collection boxes within your agreed area.
2. When collecting please show your ID Badge
3. Please ensure that the site holder signs a Permission Form. Please return all forms to the office. This will enable us to keep a log of our Collection Boxes.
4. All Collection Boxes must have a 'Please Support ELF' label on the front of the box. The box must also be sealed with a sticker complete with all the required information.
5. If you are counting the money on our behalf, please have a witness present and complete the Monies Return form.
6. Please send a Thank You letter including confirmation of the money raise to the site holder.
7. Please return the money and the Monies Return form to the Office.
8. We also ask of our collectors to look for opportunities of placing new boxes. Maybe there is a shop you visit regularly or a hairdressers, why not ask if they would be happy to be a site holder? Even if you think of a suitable location outside your agreed working area, please contact the office and we will follow up this action.

Materials Available from ELF

In order to help you carry out this role, ELF will supply the following:

- ✓ ID Badge
- ✓ Collection Boxes (including all labels and stickers)
- ✓ Site Holders Permission Form
- ✓ Monies Return Form
- ✓ Thank You Letter Template and ELF Thank You Cards

Please contact the ELF office and we will arrange delivery of any of the items listed.