Procedure:	**Northumbria Blood Bikes Definition:** Booking and Attending Events		
Owner:	Fundraising Officer	**Author:**	Tiger Taylor
Approved:	October 2022	**By:**	Executive Committee
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A. Why do we need this Procedure

This document sets out the procedure for booking onto events and equipment collection.

B. Who is Responsible for this Procedure

The Fundraising Officer of the group is responsible for the maintenance of this guide.
The Executive Committee is responsible for approving this guide.

All members of NBB should be familiar with the information in this guide.

C. When will this Procedure be reviewed

The procedure will be reviewed a maximum of two years following its approval.

D. How will changes be notified

The latest version of the procedure will be made available via the members' library on the group website. New versions will be announced via email to all qualified riders, drivers, shift coordinators and the executive committee.

1. Aim of Procedure

1.1. This procedure is intended to ensure that any event is booked and carried out safely and efficiently

2. Using the Events Calendar to book on to an event

2.1. The events calendar is regularly updated with the upcoming fundraising events. These often require a vehicle and fundraising volunteers. Any specific requirements will be listed on the event itself. Please check the register to see which other volunteers are attending the event, particularly, to ensure that the fundraising kit or the vehicle requirements have been allocated.

2.2. To find an event, visit https://www.northumbriabloodbikes.org.uk/calendar ensuring you are logged in. When you select an event, it will display all the details relating to the event, and at the bottom you will see the register of those already attending.

2.3. To register yourself on the event, select the Registrations tab. Please be sure to enter your available times and check the Equipment and/or Vehicle you can take the events.

3. If you are taking a vehicle to an event.

3.1. After registering on the calendar, simply select your vehicle on OLRS and book this out using the Yellow EVENTS rota type. Please enter in the notes which event you are attending and the time you expect to have the vehicle returned to base to assist shift riders/drivers who may wish to use the vehicle for a shift. If you are collecting kit from a storage location, please also note which location you intend to use in OLRS notes to assist other volunteers who may register for other events on the same day.

3.2. NBB vehicles may be used to collect/drop off events kit and collect buckets or deliver funds to a banking assistant. Where possible this should be incorporated into the event shift. However, we do understand that this cannot always be possible, particularly where a mutually convenient handover with the banking assistant cannot be incorporated into the singular shift. Where a large amount of personal travel would be required to collect items in advance due to the start time or geographical location of an event, the use of a fleet car may be authorised on a case-by-case basis.

3.3. It is preferable, if you are taking a fleet car, that you assume the responsibility for collection of large events kit such as the Gazebo. Volunteers are encouraged to communicate with others attending the event in order to make the event run as smoothly as possible.

4. Fundraising Equipment

4.1. There are two locations which hold the large events equipment. West Denton Fire Station, and Storage 24 Gateshead.

4.1.1 Access to West Denton Fire Station storage can be obtained by following the West Denton Fire Station access procedure to access the appliance garage, and taking the kit you require from the metal shed lock up unit situated in front of the NBB Bike (directly opposite the entry door) The code for the lock up can be found in NBB Confidential.

4.1.2 Access to Storage 24 container can be gained by collecting the key from Doreen Lawrence in Stanley. The location postcode is NE11 9HQ. Approach the gates on Cross Lane, and use the fob against the entry pad. Drive in to the compound and turn left, then right up the last row of containers. Our container is C8, and can be found using WhatThreeWords ///wide.form.music

4.2. Please ensure you have BOTH gazebo bags, the inflation pump, 4x leg sandbags and familiarise yourself with the Gazebo inflation/deflation process using the documents GUIDE10720 and GUIDE20720

4.3. There will be a Table, Tablecloth, Flag and Flag Base at each storage location

4.4. Please ensure that you pack equipment away in a neat and tidy manner to help the next volunteer to use the equipment.

4.5. If there is any issue or damage to the equipment, please report it to Fundraising@northumbriabloodbikes.org.uk so that we can rectify it quickly.

5. Fundraising Buckets, Stickers, Merchandise and raised funds.

5.1. For security reasons, only Banking Assistants can issue buckets/tins for the collection of money. Consumables associated with events such as stickers and small merchandise can be collected from one of our banking assistants at the same time as you collect your funds receptacle. Our Banking assistants are Doreen Lawrence in Stanley and Denise Thompson in Blyth, you can find their contact details using the members directory.

5.1.1 Please contact your nearest Banking Assistant as soon as you have registered for an event where you will be assuming responsibility for obtaining a money collection receptacle or Fundraising consumables. This way the Banking Assistant can arrange a mutually convenient date and time to provide you with the items you need.

5.1.2 Funds collected must be returned within 24 hours of the event ending. Please double check with your Banking Assistant that they are able to receive the funds following the event, and take direction from the Banking Assistant if there is any circumstance that prevents this.

6. Future Events.

6.1. To maintain a professional and uniformed approach to soliciting events, if you are aware of an event we could potentially attend, please send details of the event and any contact details to fundraising@northumbriabloodbikes.org.uk and contact will be made with the organisers. If you identify a potential opportunity in person such as a store or workplace event where our details are requested in order to approach us directly, please provide the above email address or the Fundraising Enquiry number 0191 3643113

Northumbria Blood Bikes Definition:			
Version Control and History			
Date	**Version**	**Author:**	**Reason For Change**
Oct 2022	1.0	**Tiger Taylor**	First Version