



The Romanian Aid Foundation

179 Albert Road, Horley, Surrey, RH6 7HS, UK

Fax: 01293 431375 Email shoebox@roaf.org

UK Registered Charity No. 1060828

Working with Romanian people, to bring Help to the needy, Hope through the Christian message and Co-operation through joint ventures

'Joy in a Box' ~ Co-ordinator's Information

Introduction

The RoAF 'Joy in a Box' appeal allows people in the UK to show practical concern for those who are less fortunate in Romania. It is timed to be able to offer gift boxes at Christmas - for some people these may be the only Christmas presents that they will get.

How does it work?

The RoAF team has been helping needy people in the north-east of Romania since 1993 and includes full-time local staff there who are touch with the needs of the area. During this period, we have had the support of ParcelForce Worldwide who provide help with transport services.

We need local co-ordinators for the 'Joy in a Box' appeal.

The Co-ordinator's role

It is not an arduous job - really! This is what needs to be done:

- Fill in and return the registration form in your information pack or email to let us know:
 1. *Your name and contact details,*
 2. *The organisation you are representing,*
 3. *If you need more posters, etc.*
- Fill in your contact details on the poster and put it in a prominent position.
- Photocopy a quantity of the '**Joy in a Box**' instructions for people who may be interested in making up a gift box, then find an opportunity to inform people about the project and how they can help. Hand out the copied sheets.
- Collect together the completed giftboxes at the end of September. Check that the £1 towards the fuel costs has been taped to each shoebox or, if you prefer, include a cheque with your consignment to cover £1 per box.
- Pack the giftboxes into large cardboard cartons and seal them. Mark the outside of the cartons with the number of boxes that they contain. If you live near our Horley or Lampeter bases than we can arrange delivery or collection locally; otherwise you can use the free collection service offered by ParcelForce.
- If you need to use the ParcelForce service then contact our office to tell us the number of labels that you need. When you receive the official address labels attach them to the cartons. Please do not use last year's labels.
- Call ParcelForce on a free-phone number quoting our reference for them to collect at a time to suit you - they are making no charge for this collection. However, **you must register with us and get the contract details before calling ParcelForce.**

Contacting Us

If you have any questions please ask for clarification. Our preferred means of communication is now via email, you can contact us at shoebox@roaf.org which is regularly checked for new messages, or you can drop us a line at the address above.