



## **HINTS & TIPS FOR VOLUNTARY & COMMUNITY SECTOR ORGANISATIONS**

### **WEATHER FORECAST**

Check this in advance – do you need to turn the heating down? Is bad weather forecast & you need to make contingency plans?

Cut down on your heating bills by covering draughty areas.

### **STATIONERY COLLECTION**

Try having a collection in your premises and you will be amazed how much stationery is in drawers & cupboards. Collect together and you may not have to buy some for a little while.

Every so often ask staff/volunteers to have a pen collection. Again you will be amazed how many turn up.

### **PHOTOCOPIER**

Make sure all your staff/volunteers know how much it costs per copy. Encourage people not to print every email, use double sided printing if necessary and use again for scrap.

Set your copier to greyscale or lock the colour option.

### **BUY IN BULK**

Look at buying refreshment items in bulk or the cheaper supermarket brands. A large tin of coffee will be a lot cheaper and can be decanted into smaller jars if needed off site. It is also useful to allocate only one person to make purchases – saves duplication.

### **INVOLVE YOUR STAFF/VOLUNTEERS**

Talk to your staff/volunteers and ask them for money saving ideas. They are providing the services and may have some really good ideas.

### **JOIN GIFTS IN KIND**

Sign up to

[www.giftsinkind.org](http://www.giftsinkind.org)

You never know what may be available for use in your organisation. Try other sites as well.

[www.uk.freecycle.org](http://www.uk.freecycle.org)

is another one.

### **TALK TO YOUR LOCAL BANK/RETAILERS**

Go and see your bank and ask for some promotional pens etc. They will often have give-aways.

### **SHOP AROUND**

Shop around when the time comes to re-new your insurance etc. Don't always go with your usual supplier even if you are under time pressure.

### **COLLECT UP**

Make sure you re-use paperclips & elastic bands. Have a central point where they can be collected.

### **SERVICE USERS**

If you have clients, consider asking them for 10p/20p for a coffee. You will find many will put more in the pot!

### **DONATION BOXES**

Put out some donation boxes in your reception area but please be aware of security.

### **USE YOUR LIO**

NVCA will be happy to use the weekly ebulletin to request specific items for your organisation and often have information about other groups trying to get rid of things.

### **JOIN THE PHOENIX RESOURCE CENTRE**

This does have a small charge but you can get loads of items especially for craft groups. Fill up your trolley!  
10 Park Road, Raunds  
NN9 6JL.  
01933 626000 or ask  
Debbie for information

### **WHAT HAVE YOU GOT TO OFFER?**

Do you have any rooms you could hire for meetings etc.  
Could you offer hotdesk facilities?  
Promote a local company and get paid or goods in kind.

### **RE-CYCLE AREA**

If you have some space – sell second hand books, games or any items. Staff/volunteers/service users can all contribute.

### **SET A TARGET**

Set your organisation a target of saving £500 or £1000 in a year and see if you can reach it. Again get everyone involved. Show your progress or estimate your savings to keep everyone Involved.

### **NETWORK, NETWORK, NETWORK**

Ask everyone involved in your organisation to network with family, friends & associates and see what they can come up with for nothing. Maybe you are married to someone who works at a big company who can get a stationery donation or old furniture, IT equipment etc.

### **NEED PROFESSIONAL HELP?**

If you need legal advice – think about your insurance company who often have legal helplines. Use ProHelp. The Charity Commission will also offer help and support.

### **GET RUNNING!!**

Ask someone to run the marathon on behalf of your organisation. Buy a Golden Bond – speculate to accumulate. Look at local events as well.

### **HAVE AN ANNUAL CLEAR OUT**

Shut for the day and have a really good clear out. Take everything to recycle centre, centralise all stationery etc, rotate or archive papers. Get everyone involved.