

READY, SET, GO!

Our simple three-step guide to putting on a successful car wash will help you to get ready...set...go!

STEP 1: GET READY

- 1** **Visit our website!** All the materials and information you will need can be found in the online tool kit.
- 2** **Set the date!** The official car wash date is 4 March but you are insured to hold your car wash on station on any date in March. For car washes held off station you will need to complete the **FEN** form available in the tool kit.
- 3** **Advertise!** Posters, social media posts and a press release can all be found in our online tool kit to help with your local advertising.

STEP 2: GET SET

- 1** **Organise your team.** Make sure you have enough people to wash vehicles and a responsible person to collect donations and explain Gift Aid.
- 2** **Check** to ensure you have plenty of buckets, sponges and car shampoo. Last March Autoglym generously sent giant bottles of shampoo to all competing stations to last for several events, so those who received them should hopefully still have plenty left. Those who didn't, or for whom this will be your first event, please contact your local fundraiser for details of how to get hold of shampoo.

STEP 3: GO!

- 1** **Wash, wash, wash**
- 2** **Collect donations**
Don't forget to send back the Grand Total slip and Gift Aid forms in the Freepost envelope - sent out to all registered stations.
- 3** **Remember Gift Aid**



IT'S OVER, WHAT NEXT?

Visit the Bank: Complete the paying-in slip found at the bottom of the letter, sent out to all registered stations, and use it to pay in your hard earned cash to your local Barclays Bank. Monies raised should be paid into the bank within three days of holding your event in order to be entered into the league table.

No branch of Barclays nearby?
Call 01256 366 585 for details of an alternative local bank.

TOGETHER WE ARE MAKING A BIGGER SPLASH