

HOW TO ORGANISE A CAR WASH



Assembling your team

With a car wash, a good place to start is by seeing how many people you can count on as volunteers. This will give you a rough idea of how many cars you can wash - and the size of location you might need.

Setting a date

Good weather is important for a carwash so try to find two dates that work for everyone - the main date and a back-up 'rain date' in case you need to reschedule.

You will need to agree these dates with your chosen venue.

Choosing your venue

You'll need a safe place for your car wash, ideally somewhere that can be seen from the road and with a clearly marked entrance and exit to avoid confusion. It must also have access to water.

Possible locations include supermarkets, schools and retail parks. You will need to ask the manager or head teacher for permission. Alternatively, you can contact your Local Authority and enquire about any local car parks you might use. This can take a lot of time so be ready to make your plans several weeks in advance.

When making contact, it's a good idea to explain why you're doing this - i.e. to raise money for Worldwide Cancer Research.

Making preparations

- **Stay safe** - please check with your Local Authority to make sure that your charity car wash complies with all area restrictions and traffic regulations.
- **Start advertising** - use emails, posters, flyers, Facebook, Twitter to let as many people as possible know about your car wash. Remember to include the date, time, location and the name of the charity - along with an idea of what people can expect. Local newspapers or radio stations might also be prepared to spread the word, so why not give them a call?

- **Firm up your plan** - decide how many people will wash each car, whether there will be different stations for washing and drying, and whether you will also provide waxing/vacuuming.
- **Agree your prices** - for example, will you offer one flat rate, will the price depend on the size of car, or will you simply accept donations? And what should 'extras' such as waxing cost?
- **Make some signs** - these can be used on the day to attract passers-by.
- **Ask for help-in-kind** - providing snacks for your volunteers is a great morale booster. Try contacting local businesses to see if they'd be prepared to donate some snacks. Remember to say that you're fundraising for Worldwide Cancer Research.
- **Consider other opportunities** - your customers will need somewhere to sit and wait, while their car is being washed, so make sure there are some Worldwide Cancer Research materials around for them to read. Could you also offer some refreshments or sell some cakes to raise more cash?

Getting kitted out

You'll need:

- ✓ Hose pipe and buckets
- ✓ Sponges and a soft cloth for polishing
- ✓ A non-toxic, biodegradable detergent
- ✓ Bin bags
- ✓ Buckets/collection tins
 - *These need to be empty and sealed at the start of the collection so you know exactly how much you raised on the day*
 - *It's a good idea to have a 'float' - a certain amount of coins in case your customers need change*
- ✓ Worldwide Cancer Research T-shirts
 - *One for each volunteer - to be worn with waterproof clothing*
- ✓ Leaflets/ information about Worldwide Cancer Research
 - *Make sure each volunteer knows a little bit about Worldwide Cancer Research, so they can tell people where the money is going - and what good it will do*

Try to bring as many things as possible from home to save money.

Succeeding on the day

Arrive in plenty of time to set-up and bring any confirmation with you, stating you are allowed to use the site.

Make sure all volunteers know where to be - and when. It's a good idea to have a rota system, so no-one is on their feet for too long. Remember, you'll need some people to wash/dry/buff and some out on the street with signs to attract passers-by.

Top tips:

- Ensure all the vehicles windows are shut before washing
- Hose down first then start at the top of the car and work down
- Once the car is washed, rinse and dry before polishing
- Change buckets regularly
- Be careful of dropping cloths/sponges on the ground where they may pick up small pieces of grit, which can scratch the paintwork

At the end of the day, collect all the buckets and collection tins together and put the money somewhere safe until it can be counted and banked.

Tidy up and inform anyone who needs to know that you are leaving. As you thank them, please mention that you'll be in touch to let them know how much was raised - and follow up on that promise as soon as you can.

Finally, count the money with someone else present and bag it up so it can be easily deposited into the bank.

Paying in the money raised

There are many easy and secure ways to pay in all the money you've raised. You can pay in:

- Online by visiting www.worldwidecancerresearch.org/donating
- By sending a cheque. Please make it out to "Worldwide Cancer Research" and send it to: Worldwide Cancer Research, Madras House, South Street, St Andrews, Fife, KY16 9EH
- Over the phone by contact our supporter services team by calling 01334 477 910

GOOD LUCK AND ENJOY!