

# Trick or Eat – How To

**Contact your local food bank/homeless shelter (many are operated by The Trussell Trust, but there are other, local foodbanks)**

- Let them know what you're planning to do
- Ask for guidance on what they can accept/anything they are particularly in need of
- Ask them about using their branding on leaflets

**Apply for a door to door collection license**

- For South Cambs you can do this here: <https://www.scambs.gov.uk/licensing/types-of-licence/other-types-of-licences/street-and-house-collections-licences/>

**Plan your routes and timings**

- We collect from different areas of the village at different times, depending on whether the area is being covered by Beavers, Cubs or Scouts. Each section leader knows what areas their covering, and they plan their own routes depending how many people they have.

**Let people know you're collecting**

- Advertise in local magazines and social media groups
- Leaflet – Halloween falls just after half term – so send home leaflets detailing when you're collecting and what specific items to collect and ask your young people to deliver them (you might want to tell them each where to deliver so they don't all go to the same houses). One of our leaflets is attached so you can see the key information we put on it. If you put 31st Oct but not the day or year you can reuse any you don't need.

**Ask for help**

- It takes a lot of manpower to collect – we invite all of our families to come along.
- For Beavers we have one big person (parent/leader/young leader) working with a pair of Beavers knocking on doors – with a leader supervising in eye-sight. For Scouts we let them go to doors in pairs, with a leader supervising in eye-sight of the pairs. How you decide to do this will depend on your risk assessment – I've attached a basic one as an example.
- Ask everybody to bring a wheelbarrow if they can.
- You will need some drivers – we normally have two or three cars around the village in radio or mobile contact with the collecting groups – to go around emptying their wheelbarrows into the car. The quickest way to do this is to put a cardboard box in the wheelbarrow when you start and then swap it out for an empty one.

**Make sure everyone knows what they're doing**

- Our risk assessment is attached as an example
- I also have a briefing sheet that I send out to all of our leaders and parent helpers the week before so they know what to expect. It also has the key bits from the Risk Assessment and a briefing to give the young people at the beginning of the night.

**Collect all your food together and take it to the food bank**

- Make sure you get a picture with all the donations you've collected
- Have a plan for what you will do if you have a lot of food – we borrow a box trailer for the week so we can load straight into that on the night and then tow it to the foodbank at the weekend
- Our foodbank weighs donations and gives us a certificate with the weight, but the first year we counted what we got (e.g 100 tins of beans, 50 bags of pasta) – it was time consuming but nice to know
- Decide what to do with sweets – people often want to give the Scouts sweets as a reward for their hard work – we tend to collect these as we go round, then split them out evenly and give them out at the next meeting

### **Key things we've learnt:**

- Not everyone wants to answer the door on Halloween
  - We only knock on doors that either have Halloween decorations or have put our leaflet up in their window
  - We also tell people they can leave a bag of donations on their doorstep which we will pick up without knocking
- We can't get around everyone in one night – have somewhere else people can drop off donations. It's hard to plan a route that will cover everywhere, or how long it will take to get round a route. Ask your local café/pub/post office if they'd mind having a box for the week before and week after the collection where people can drop off donations. Make sure you keep in contact with them and arrange to empty it regularly – it will fill up!
- We let our young people choose whether to wear their uniform or a Halloween costume – with their neckers of course!