



Foreign and out of date UK currency ‘how to’ guide

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Introduction

Guide Dogs are collecting foreign and out of date UK currency as a form of donation. These coins and notes can be donated to Guide Dogs via our collection boxes, collections, and other means.

The charity has a relationship with Leftover Currency, a company that converts this currency into Guide Dogs income.

Process

- Request “We also accept foreign currency” stickers from the Supporter Care department Tel: 0345 143 0234 and attach to your boxes. These are available in English and Welsh, in sizes appropriate for counter top boxes and floor dog collecting boxes.
- Collect your coins and notes. Ideally, aim to send 10kg-12kg worth of coin at a time. If this is not achievable, aim for a minimum of 1kg

coin. Depending on the amount sent, Leftover Currency will contribute to the cost of the postage.

Note: If you only collect very small quantities of coin but would still like to donate them please speak with your local CFRM as they may be able to make alternative arrangements.

- Follow this link to visit the Leftover Currency website <https://www.leftovercurrency.com/charity/guide-dogs/> and download the Guide Dogs Exchange Form.
- Please contact Leftover Currency to discuss the most effective postage method prior to sending.

Call - 0800 030 6855 Email info@leftovercurrency.com

Send your leftover currency with the Exchange Form by the agreed method to:

LOC
Unit 1 Portland Business Centre
Manor House Lane
Datchet SL3 9EG

Parcels can also be dropped off at their office in Datchet.

Leftover Currency will convert your foreign currency into a donation for Guide Dogs. They also add a 5% charitable contribution!

- Advise the Guide Dogs income processing team to expect income for your fundraising group. Email banking@guidedogs.org.uk

Possible Exceptions

- Where possible, present full bags of out of date UK single denomination coins and withdrawn banknotes to Barclays or the Post Office to get the full value.
- Similarly, submit Euros, Francs, Pesetas etc to the Post Office, Banks or high street Exchanges to get a better exchange rate.

Tips for collecting foreign and out of date currency

- Speak with local shops and supermarkets to find out if they have any unwanted foreign currency they would like to donate.
- Speak to your local Council to request agreement to place a floor box in their local recycling centres.
- Place collection boxes in locations where foreign currency could be present, e.g. Post Offices, Bureau de Change, etc.
- Promote floor boxes as drop off points for out of date UK or foreign coins/notes.
- Ask family and friends.
- Ask/promote at Guide Dogs collections.
- Promote the acceptance of various currency types pre-event via posters and social media posts. Templates are available via the volunteer information point.
- Engage with community groups to help spread the word, e.g. WI, local political clubs, Rotary, Masonic Lodges, etc.
- Promote on personal social media posts. Templates are available via the volunteer information point.

Currency to target

UK currency

- Pre-decimal coins
- Older style UK coins (e.g. round £1, larger 50p, etc.) Tip: as suggested above, waiting to collect a full bag of coin and banking at Barclays or the Post Office means we get the full value rather than sending to Leftover Currency.
- Withdrawn UK paper banknotes - to get a better exchange rate consider banking these at Barclays or the Post Office.

Collectable coins and notes

- It can be worthwhile reviewing coins and notes for their rarity as some may be worth significantly above their face value.
- Websites such as www.changechecker.org are a great resource for researching popular coins. More unusual coins may require additional research using sites such as Google.
- These coins may generate more income if sold on eBay.

Foreign currency

- Withdrawn foreign coins (e.g. francs, peseta)
- Current foreign coins (e.g. euros) Again consider banking these at the Post Office, banks or exchanges to obtain a better exchange rate.
- Withdrawn foreign banknotes
- Current foreign banknotes

Completing the Exchange Form

Leftover Currency advise you to complete a Guide Dogs Exchange Form each time you send in any donations.

Click on the link below to download the form:

<https://www.leftovercurrency.com/charity/guide-dogs/>

Please note that you just need to complete the Branch details on this form. You do not need to complete the personal information section if you do not wish to, however, you do still need to provide a signature. If you enter an email address you will receive a confirmation even if no other personal details are provided.

There are two methods of exchanging your currency:

Method one:

If you do not know the value of the coins or what they are then you just need to send them along with the completed currency exchange form to Leftover Currency who will sort and count the coin and donate the value plus 5% to Guide Dogs.

Method two:


If you do know the notes/coins you are donating then you can add the coins and notes to the online wallet. This way you get an immediate value and an itemised list to include in your envelope/boxed up currency. See process below:

- From the Guide Dogs Leftover Currency Page scroll down and select the Donate online button. This takes you to the exchange page where

you can select the coins or notes you are donating and the quantities and add them to the wallet.

- Once you have selected all the coins/notes you wish to donate you can then click on the You Get icon at the top righthand side of the screen and click on the proceed to exchange button. You do not need to complete any of the personal information section if you do not wish to, however, please enter your branch name and number in the order notes field. From there just scroll down to donate to a charity, select Guide Dogs and click on the complete your order.

Sample Exchange Form

 exchange form	
ID: 684938313988	
<h3>Donation of various coins and/or banknotes to Guide Dogs.</h3> <p>To donate your foreign currency and coins to Guide Dogs, fill out this exchange form and send it, along with your banknotes and coins to our processing centre:</p> <p>L.O.C. - Unit 1 Portland Business Centre - Manor House Lane - Datchet SL3 9EG - UK</p> <p>You can send in any coins and banknotes: Old or new, foreign or domestic. It helps if you sort the coins but it is not obligatory. We will sort and count your coins and notes and will donate the combined exchange value plus 5% to Guide Dogs. You will receive a confirmation email containing the value per currency and the amount donated.</p>	
BRANCH DETAILS:	
<p>Branch Name:</p> <p>Branch Number:</p>	
<p style="text-align: center;">DONATION</p> <p>I would like to donate (tick any that apply)</p> <p><input type="checkbox"/> coins</p> <p><input type="checkbox"/> banknotes</p> <p>In case you have counted the coins/ banknotes, feel free to list below the amounts you donate per currency:</p> <p style="text-align: center;">Thank you for your donation!</p>	<p style="text-align: center;">DONOR INFORMATION</p> <p>prefix (Mr/Ms/..) <input style="width: 50px;" type="text"/></p> <p>first name + name <input style="width: 200px;" type="text"/></p> <p>street address <input style="width: 200px;" type="text"/></p> <p>(address line 2) <input style="width: 200px;" type="text"/></p> <p>city/ town <input style="width: 200px;" type="text"/></p> <p>county/state/province <input style="width: 200px;" type="text"/></p> <p>postal/ zip code <input style="width: 200px;" type="text"/></p> <p>country <input style="width: 200px;" type="text"/></p> <p>e-mail address (*) <input style="width: 200px;" type="text"/></p> <p style="font-size: 8pt;">(*) e-mail address to which we will send the confirmation email. Please use capital letters.</p> <p>Leftover Currency will not pass on your personal data to Guide Dogs or other third parties.</p> <p>DECLARATION <small>I declare that I have obtained all submitted banknotes and coins in a lawful manner, and not by any criminal act. I confirm to be entitled to offer these banknotes, cards and coins for exchange, under the conditions stated in our Terms and Conditions, which can be found at http://www.LeftoverCurrency.com/terms-and-conditions. I have read these terms and conditions, I understand them and agree with them. I hereby declare that all the information provided in this form is true to the best of my knowledge and belief.</small></p> <p>date: _____</p> <p>signature: _____</p>

- Always send a completed Exchange Form with your donations

Tips for preparing coin for Leftover Currency

- Source a thick-walled cardboard box from your local supermarket, the stronger the better, and double line with a couple of carrier bags or a bag for life.
- Weigh coins as you go, keeping a tally of the total weight in the box.
- Aim to send 10kg - 12kg of coins in each batch to increase potential value of exchange, and courier reimbursement from Leftover Currency.
- **Tip - A full bucket of foreign coins weighs approximately just over 20kg, that's one of our larger white buckets, so half a bucket would be approximately 10kg.**

Tips for preparing banknotes for Leftover Currency

- Notes can be posted directly with the exchange form to the Leftover Currency address. If you are just sending notes alone we suggest you send them via the Royal Mail special delivery or signed for service depending on the value being sent.
- You may want to exchange current foreign notes via the Post Office for a better exchange return.
- **Tip: Some notes have a high foreign value but a lower exchange rate. You may wish to wait until you have approx. 20-30 notes to exchange before sending. Exchange rates can be checked on the Leftover Currency website.**
- Bank UK paper banknotes via Barclays or exchange via the official Bank of England route for new plastic notes

Advising Guide Dogs Banking Team of income processed through Leftover Currency

- Once you have posted the currency email banking@guidedogs.org.uk to advise them of the total amount to expect (if you know this), the reference number (if processed online) provided by leftover currency, your group name and number, the date posted and a copy of the breakdown list if you have it. If you just used the Exchange Form with an unspecified amount, please advise the banking team that you are expecting a donation and the date posted.
- Your income from the exchange of foreign coin via Leftover Currency will be credited to your group and will show on your income statement as a donation. Leftover currency will appear in the description and under the donation sub heading.
- Processing time is typically five working days or less but can be up to two weeks for larger amounts +20kg.

Banking Income from Foreign Coin donations (not processed through Leftover Currency)

If you bank any income from the sale of any foreign notes or collectible coins can you please bank this under the donation code and let the Community Fundraising Supporter care team know the date and amount banked. Unfortunately, due to work being carried out on our new database we are unable at this time to create any new income codes on our current database. We will for the time being record this income manually so we can track how successful the scheme is.

Resources available and where to find them

Stickers “We also accept foreign currency” stickers are available in A4 sheets for counter collection boxes and lifesize dogs. Welsh language versions are also available - order via the Fundraising Group order form on VIP or contact the Community Fundraising Supporter Care Team: Tel: 0345 143 0234. See order codes and descriptions below:

Code	Max Qty	Product Description
CTCURRENCY	3 sheets	English “We also accept foreign currency” stickers for counter tops. A4 Sheets - 80 stickers per sheet
LSDCURRENCY	3 sheets	English “We also accept foreign currency” stickers for life sized dogs dogs. A4 Sheets - 20 stickers per sheet

CTCURRENCYW	3 sheets	Welsh “We also accept foreign currency” stickers for counter tops. A4 Sheets - 80 stickers per sheet
LSDCURRENCYW	3 sheets	Welsh “We also accept foreign currency” stickers for life sized dogs dogs. A4 Sheets - 20 stickers per sheet

A4 Posters in both English and Welsh language can be found in the Community Fundraising resources section of the Volunteer Information Point. Please contact the Community Fundraising Supporter Care Team if you need assistance with these.

Social media assets and templates in both English and Welsh can be found on the volunteer information point.

Visit the VIP

www.guidedogs.org.uk/vip/resources/community-fundraising/#foreign-and-out-of-date-uk-currency

For further information and advice contact the Community Fundraising Supporter Care Team on 0345 143 0234 or speak with your Community Fundraising Relationship Manager.

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