

Foreign Currency Exchange- How to Guide

Guide Dogs have formed a relationship with Leftover Currency to convert foreign coin and notes donations into Guide Dogs income.

You just need to follow these 5 steps:

1. Request “We also accept foreign currency” stickers from the Supporter Care department and attach these to your counter collection boxes and floor boxes.
2. Ideally, we should try to send 10kg worth of coin at a time in order to save on postage. If you wish to send smaller quantities aim for a minimum of 1kg coin and contact Leftover Currency to discuss the most effective postage method prior to sending.
3. Click on this link to visit the Leftover Currency website <https://www.leftovercurrency.com/charity/guide-dogs/> and download the Guide Dogs Exchange Form
4. 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

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

5. Advise the Guide Dogs Banking Team to expect income for your Fundraising Group

See Further details on how to complete each of these steps in the further information section below.

Top Tips for Collecting Foreign Coin

- Request the “We also accept foreign coin” and affix these to your collection boxes
- Speak with local shops and supermarkets to find out if they have any leftover foreign currency they would like to donate.
- Place collection boxes in locations where foreign coins 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- Promote floor boxes as drop off points for out of date UK or foreign coins/notes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 Collections
- Promote the acceptance of various currency types pre-event via posters and social media posts - contact the Supporter Care team for posters.
- 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

Top Tips - Currency To Target

UK Currency

- Pre-decimal coins
- Older style UK coins (e.g. round £1, larger 50p, etc.) Tip: 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- Withdrawn UK paper banknotes - To get a better exchange rate consider banking these at Barclays or the Post Office

Foreign Currency

- Withdrawn foreign coins (e.g. francs, peseta)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- Withdrawn foreign banknotes*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

Further information:

Completing the Exchange Form

Leftover Currency advise you 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.

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 itemised 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, 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

 leftovercurrency.com 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:	
Branch Name:	
Branch Number:	
DONATION	DONOR INFORMATION
<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>prefix (Mr/Ms/...) <input type="text"/></p> <p>first name + name <input type="text"/></p> <p>street address <input type="text"/></p> <p>(address line 2) <input type="text"/></p> <p>city/town <input type="text"/></p> <p>county/state/province <input type="text"/></p> <p>postal/zip code <input type="text"/></p> <p>country <input type="text"/></p> <p>e-mail address (*) <input type="text"/></p> <p>(*) 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>Thank you for your donation!</p>	<p>DECLARATION</p> <p><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>

Posting your donations

- Always send a completed Exchange Form with your donations
- Leftover currency may be able to refund the postage or arrange for a prepaid courier service to pick up heavy coin. Please contact

Leftover currency before sending to find out the best way of posting/collection. In general you should aim to collect a minimum of 10kg of coin to keep courier costs at a minimum, although Leftover Currency may refund postage paid for smaller amounts so you can contact them once you have a minimum of 1kg of coin.

Call - 0800 030 6855 Email info@leftovercurrency.com

- Notes can be posted directly with the Exchange Form to the Leftover Currency address. If you are just sending notes we suggest you send them via the Royal Mail special delivery service. Please note that You may want to exchange current foreign notes via the Post Office for a better exchange return. Tip: Some notes have a high 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.

Tips for preparing your coin to 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
- 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

Tips for preparing banknotes:

- Send £150 - £250 of withdrawn foreign notes via Royal Mail Special Delivery
- You may want to exchange current foreign notes via the Post Office for a better exchange return

Bank UK paper banknotes via Barclays or exchange via the official Bank of England route for new plastic notes

Tip - A full bucket of foreign coins weighs approximately just over 20kg, that's one of our larger white bucket, so half a bucket would be approximately 10kg.

Advising Guide Dogs Banking Team

- 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 just used the Exchange Form with an unspecified amount please just advise the banking team that you are expecting a donation and the date posted.
- Your income from the exchange of foreign coin will be credited to your group and will show on your income Statement under the product code CURRENCY.
- Processing time is typically five working days or less but can be up to two weeks for larger amounts +20kg.