

## Volunteer's Code of Practice: 26th Grand Finale

1. Everyone can take part in the fundraiser, provided they have a volunteers ID valid for the public fundraiser and a Collection Box issued by the Great Orchestra of Christmas Charity Foundation.
2. Volunteers can raise money only on the day specified by the Great Orchestra of Christmas Charity Foundation. This day is known as the Grand Finale and falls on the 14<sup>th</sup> of January 2018. The fundraiser lasts for 12 hours, beginning at 0:00 and ending at midnight. In order to obtain the ID card, you should provide the Collection Centre with your personal data and their national identification number (PESEL; for citizens of Poland only), contact e-mail. You are also required to agree for the processing of their personal data for statistical purposes of the organizer.
3. Volunteers can collect funds on other day only as a part of a 'Closed Event', held in aid of the 26<sup>th</sup> Grand Finale by the Collection Centres. 'Closed Events' need to be approved by the Great Orchestra of Christmas Charity Foundation.
4. Volunteers can collect funds only in the area covered by the Collection Centre they belong to.
5. Volunteers can collect funds only in public spaces – city and town streets. Volunteers should not do door-to-door fundraiser.
6. Volunteers, who are under 16 years of age, must be accompanied by an adult.
7. Volunteers should take care not to damage the banderol securing the Collection Box.
8. Volunteers must not open the Collection Box and remove its contents.
9. Volunteers should hand in their Collection Boxes after their shift has been ended at the time and place specified by the Collection Centre.
10. Volunteers receive a document – serving as both an acknowledgement of their work and confirmation of the amount of money they have raised – from the staff at the Collection Centre. Volunteers sign a collective list of volunteers to confirm that they agree with the amount stated on the list.
11. The Collection Centre receives the acknowledgment forms and the Chief of each Collection Centre is responsible for distribution of the forms among the volunteers. These forms serve as confirmation of voluntary service at the Grand Finale. The Great Orchestra of Christmas Charity Foundation is unable to provide volunteers with separate acknowledgments.
12. Volunteers can exchange their Collection Boxes once they have been filled. The exchange takes place in their Collection Centre. The new Collection Box should be marked with the volunteer's ID number.
13. Volunteers should take care to maintain positive attitude, behave up to moral standard, be polite and avoid any situations that might be perceived in negative light.
14. Adult volunteers or adult guardians of underage volunteers are fully responsible for their actions.
15. Volunteers work in aid of the fundraiser, but not in the name of the Great Orchestra of Christmas Charity.