

CHRISTMAS TREE COLLECTION 2027

**SIGN UP
TODAY**



Administration Volunteer



About the Christmas Tree Collection

Each January, hundreds of volunteers come together to help recycle thousands of Christmas trees across Bath, Somerset and Wiltshire, raising vital funds for Dorothy House.

The Christmas Tree Collection is one of our largest fundraising events, and it simply wouldn't happen without the support of our amazing volunteers. Whether you're out collecting trees, welcoming volunteers with a hot drink, or helping behind the scenes, every role plays an important part in making the event a success.

Essential Information



Dates: 15–18 January 2027.



Location: Across Bath, Somerset and Wiltshire.



Age Requirement: Volunteers under 18 are welcome for some roles but must be accompanied by an adult (role dependent)



Training: All volunteers will receive an event briefing and any role-specific guidance before the collection.



Expenses: Any agreed volunteer expenses will be reimbursed in line with Dorothy House's Volunteer Expenses Policy.



**Dorothy
House**

JUSTHELPING
Registered charity no. 1149068

Find out more at
dorothyhouse.org.uk

VOLUNTEER

Administration



Role Purpose

Support the Christmas Tree Collection behind the scenes by helping the Fundraising Team with essential administration before and after the event.

This role is ideal for someone who enjoys organisation and wants to support the event without being out on collection routes.



We'd love to hear from you if you:

- Enjoy administration and organisation.
- Have good attention to detail.
- Are confident using a computer (help available if needed).
- Enjoy supporting events behind the scenes.



Why Volunteer?

By volunteering, you'll be helping Dorothy House continue providing specialist palliative and end-of-life care across our community.

As part of the team you'll receive:

A warm welcome from the Dorothy House team. ▪ Full briefing and support. ▪ Refreshments during your shift. ▪ A volunteer thank you gift (where applicable). ▪ The opportunity to meet fantastic people and be part of one of our biggest community fundraising events. ▪ The knowledge that your time is making a real difference to local patients and families.



Responsibilities

Before the event:

- Prepare volunteer information packs.
- Support route planning administration.
- Organise event materials.
- Prepare paperwork and signage.

After the event:

- Help process queries and populate missed trees for sweep up lists.
- Support thank you communications.
- Update databases.
- Assist with event evaluation.
- General office administration.



Time Commitment

Flexible leading up to collection days (15-18 January 2027) and post event (19-22 January)



Join Team Dorothy House:

Every Christmas tree collected helps fund compassionate care for local people and their families.

Whether you can spare a few hours or the whole weekend, we'd love to have you on the team. Together, we can make the 2027 Christmas Tree Collection our biggest and best yet.

