



Little Acts of Christmas Spirit



Say thank you with up to £100 worth of goods for your community!

We've seen some amazing examples of people going out of their way to support their communities this year.

This is your chance to treat them with Co-op products and a Christmas card.

What do I need to do?

- Identify people or groups who've been helping your community this year, and give them a little gift this Christmas (ask your colleagues and your member pioneer to help)
- Follow the step-by-step guidance (on page 3) for how to put the products through your till and process them on your back office computer
- Complete the MyWork form (guidance on page 3), telling us how much money you have spent and what products you are donating
- You have from 6 - 19 December to donate your Little Acts of Christmas Spirit. Make sure you keep them somewhere safe over the 2-week period and let all the team get involved with the donations

Delivering your Christmas gifts

- Write the Christmas cards which were delivered in the P17 POS kit and put them with the products
- To keep safe when delivering your gifts, you must follow the safety guidance from our risk team (on page 2)
- You can also drop a gift into an Ecomm delivery if you have the service in your store
- If you are giving to a person or group who comes into your store regularly, keep your gifts for them to receive when they visit



It's what we do

Little Acts of Christmas Spirit



Who to treat:

You and your team will have a good idea of who is doing great things in your community but speak to your Member Pioneer (MP) too! MPs are our community connectors, they have a great network in your local area and can help connect you with colleagues in Funeralcare.

Some ideas of who to treat:

- Our three community themes are Fair access to food, Community wellbeing, and Education and employment for young people, so think about people or groups who support these activities, for example our local causes
- People who have helped out in your community this year, eg: picked up shopping or medicine for a vulnerable or self-isolating person, mobilised a Covid response group, or supported free school meals for children during the holidays
- Anyone who has been isolating for a while or might be lonely and would appreciate a little treat

What products can be shared?

- Make sure they're Co-op own brand
- Treat products, eg: Irresistible biscuits, crisps, chocolates, mince pies or sparkling non-alcoholic drinks (Whilst treat products are nice, we recognise that they are not the healthiest! If you prefer to share healthier options that's fine too.)
- Products must be in good stock so they do

not impact your instore stock levels of seasonal lines

What products cannot be shared?

- Alcohol, scratch cards, lottery tickets, baby milk, cigarettes, tobacco or e-cigs

When choosing your products:

- Make sure allergen information is displayed on each item
- Make sure shelf-life information is displayed on each item

How much can I spend?

- You can have up to £100 so spend wisely! Remember these are 'little' acts of Christmas spirit. To include as many people as possible these should be low value £1 or £2 gifts for individuals, or £5-£10 gifts for a group

Safety guidance for delivering products

- Doorstep drops must be contactless
- Always use hand-sanitiser before and after making drops
- Wear face coverings in the store and when dropping the products
- Make sure social distancing is adhered to
- Colleagues making drops with other colleagues should maintain a safe distance
- Travel alone in a vehicle or in separate vehicles if there are more than one of you



Remember you can still apply
for up to £250 for a community donation
until **Sunday 13 December!**

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Processing your 'Little Acts of Christmas Spirit' donations...

For your store to be reimbursed for the products
(without affecting your P&L) you must follow this process:

1. Till:

- Gather all the items from your store that you would like to donate in weeks 50 and 51 (up to the value of £100)
- Scan all the products through the till and put the value through as cash
- Take the receipt to the back office as you will need the information on it to complete the next steps

2. Back Office:

- Select 'Cash Management'
- Select 'Cash lift'
- Select the till you put the donation through
- Enter the amount into 'Coins' section
- Select 'Confirm'
- Go to the 'Paid Out' screen
- Select 'Raffle Donation'
- Enter the total value of the stock you put through the till
- Select 'Confirm'

3. MyWork:

- Log into MyWork
- Select 'Tools'
- Select 'Add forms'
- Expand 'Community and Membership'
- Select the 'Little Acts of Christmas Spirit' form
- Once all fields are complete, submit the form

4. Dates:

- You have from 6 - 19 December to process your Little Acts of Christmas Spirit
- You must complete all the steps by 19 December or your store will not be reimbursed

