



Common Change UK

Get Giving Guide

Together there is enough



Welcome to Common Change and collective giving.

"Together there is enough!"

At Common Change we strive to make that dream a reality. We provide the platform that enables people to collectively raise money to help meet needs of individuals in need and their communities as a whole.

We are living in a time of disconnection, from nature, animals, each other. True inclusive communities are rare and as mere individuals, that sense of powerlessness creeps in. We are not designed to be solitary. Change, strength and community happen naturally when we come together. Common Change is a charity that works to re-empower people and rebuild strong connected communities... but we can't do any of this without you!

If at any point you need some support, don't hesitate to contact your Development Officer
fiona@commonchange.uk . We are so excited you're here!

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An Overview - From Sign Up to Gift Giving

Sign Up - at www.commonchange.uk and click "Log On" to be taken to the "Join Now" form.

Join or Form a Group - Join an existing group or create your own and invite friends to join.

Building the Fund - group members can set up a regular donation or opt to donate when the pennies are spare. **If you like, your group can have its own dedicated funding page with Donorbox! Contact fiona@commonchange.uk to set this up for you!**

Listen for needs - keep an ear out for needs in your community, be they needs of an individual who is struggling, needs that may benefit your local community or even wider world community needs.

Raise a Discussion - you can raise a discussion before raising a need if you feel there may be a way to help without using the groups funds; for example: a single mother in need of some "me time" could be helped by members of the group volunteering as babysitters.

Raise a Need Request - raise the need for your group's attention making sure to provide the necessary details for the result you need.

Vote - your group delivers their vote on your request and the result is given after the allocated time set.

Deliver your gift - your request is successful and Common Change can arrange for your gift to be delivered by direct bank transfer or by purchase and delivery.

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Sign Up!

It's nice and easy to get yourself set up with Common Change, so let's get started!

- How to Sign Up
- Email Verification

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Sign Up!

How to Sign Up

There are a few ways that you can sign up:

- **You may have received an email from a friend.** In this case, simply follow the link and you will be taken to our online sign up page.
- **Signing up independently?** Go to www.commonchange.uk click "Log In" and enter your details and desired password into the "Join Now" form.
- **Once you have an account, you can also use our App!** It's free to use for both apple and android phones!



Top Tip! Double check you enter the correct email, our verification email will not reach you if the details are not correct.

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Common Change UK will now send you an automated email!

You will need to click the link to verify your email. This may take a few minutes to come through. If you can not see the email in your inbox:

- **Please check your spam folder.** If it is there, remember to mark it as "Safe" to ensure all communications reach you.
- **If you can not see the email in your your spam folder,** please feel free to contact our Development Officer, Fiona Stiff on fiona@commonchange.uk for any assistance.

Top Tip! Your Development Officer, Fiona Stiff is here to support you at any time. Please don't hesitate to reach out should you have need of support.

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Set Up!

You're nearly there and to make it as easy as possible, Common Change has created a Setup Wizard!

- Setup Wizard
- Invite Your Friends

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All signed up, now let's set up!

If you are not immediately taken to your **Setup Wizard** you can find the link to the top far right of our homepage. There are four stages to the setup process:

- **Account Details** - Consider this your Profile. Here you confirm your name, email, notification preferences, address, social media sites you may wish to link and finally, add a photo if you like.
- **My Group** - Here you can view any group invitations you may have received, search for a group or create a group of your own.
- **My Donation** - Here you can set up your donation! Choose if you want to donate either via the DonorBox plug in (on the left) or if you prefer dealing with your bank, you can set up a standing order using the details provided (to the right).
- **Introduction** - Send an Introduction message to the members of your group or the Common Change Community as a whole!

Top Tip! Ensure you complete your "Setup Wizard" so we have all the correct and helpful information needed such as your location and country.

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Set Up!

Invite Your Friends


Now all that's left is to start inviting your friends to join you!

There are two invitations you can send to friends:

You can invite friends to join your specific
Common Change Group.

or

You can invite friends
to join Common Change UK.

You can invite friends to join Common Change UK. To send your invitations, click on the settings icon  located top right of your screen. From the drop down menu, you will see the option to invite friends. Fill in the form as desired. If you are a member of more than one Common Change group, your group invitation will be sent from your Default Group.

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Ready, Set, Go!

Now you are up and ready to go!

To help you get started, lets go over how to:

- **Navigate Your Account**
- **Always with Permission**
- **Raise a Discussion**
- **Raise a Request**
- **Cast Your Vote**
- **Common Change Gift Card**
- **Deliver Your Gift**

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Ready, Set, Go!

Navigate Your Account



HOME

This is your landing page.

Here is where you can see an overview of your "Default" Common Change Group



REQUESTS

Raise a request to give a gift.

Click on the tab for the group you wish to raise the request for and "Submit a Need Request".

Always protect the identity of those you are helping.



DISCUSSIONS

Create and review discussions for your groups here.

Discussions are helpful before raising a request. Help to clarify details and delivery options for gifts and always protect the identity of potential recipients.



MY GROUPS

Create, join, view and set your default group/s here.

You can be a part of as many groups as you like but just ensure you set your main group as your default group.



DONATE

Set up a direct debit using the DonorBox plug in or find details here to set up your own standing order with your bank.

One off donations are also welcomed.

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Ready, Set, Go!

Always with Permission

Protecting the wellbeing of those we seek to help is important. When people have entrusted us with their story, we should ensure that we have their permission to discuss their need with our groups. When people are going through their hardest or most challenging of times, it is important that we don't add to their worries by talking about their private hardships too publicly.

So, how do we go about doing that? Let the person know, you belong to a group of friends who collectively save money, to help others in their community. Allow them to define how you share their story, and assure them that your group of friends are discreet and will always protect their best interest. Ensure they also that your gifts come with absolutely no strings attached.

Whilst we ideally wish for everyone to feel wholly comfortable with sharing their needs within the group, if the person wishes for more privacy, take care when raising discussions and requests, avoiding naming them or using language that might easily identify them.

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Raising a discussion is a great way to approach the group with a possible need in your community.

Here is where your group can talk details and give other group members a chance to ask any questions they might have. It is best to decide here on the approach you want to take in helping the person/family/cause that is in need of support. Discuss, the amount you wish to support with, how you wish to deliver the gift and other issues, like if delivering the gift anonymously etc., might be needed.

Clarifying these details here will enable you to raise a clear and instructive request. This will help make sure the request and processing time are reduced and allow the gift to reach those who need it faster.



Ready, Set, Go!

Submit a Need Request

You have heard of a need and would like give a gift of support.

Click on your Requests page and you will see tabs for each of the groups you are a member of. Click on the group you wish to raise a request for and click on "submit a need request".

The form you fill in here is pretty self explanatory but here are a few guides for some of the entry boxes.

Request Title: Keep it short and clear and do not use names. For example, Respite Care

Description: Be clear and only provide the necessary details. For example, Single parent needs respite care. No nearby family to help and exhausted with no time to look after themselves. Would like to pay for a much needed night away in a hotel for them.

Deadline: This is your voting deadline, chose the number days from the drop down menu that you think your group will need to place their vote.

Category: Choose an option from the drop down menu.

Type of Request: Choose an option from the drop down menu.

Recipient Info Section: Enter as much information here as you can to minimise the need to gather more information should the vote be successful

Payment Info Section: Choose from the drop down menu on the delivery method of the gift. You may choose from Direct Bank Transfer, Cash Cheque or Online Purchase and direct delivery. Esure as much information as possible in entered to help ensure the fast possible processing time of the gift.

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Ready, Set, Go!

Cast Your Vote

The voting process will have a set number of days chosen by the person who raised the request, so be sure to respond to requests when you see one raised.

You have four options when you cast your vote.

 I CONCUR

 I AM OPEN

 I WONDER

 I DISFAVOR

Your vote is public vote because Common Change practices open and honest communication. You should be able to vote with confidence knowing that your fellow group members support and respect your views. Once the voting deadline has passed, a special algorithm, will determine if the vote has been successful. It will weigh up how many people voted, how many in favour, how much the request was for vs votes that are not in favour of the request. If open and honest discussions have been had, most requests that are actually raised, should have positive outcomes.

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Ready, Set, Go!

Common Change Gift Card



With all gifts, we like for a Common Change Card to be given too.

Your group will be sent a supply of Common Change Gift Cards. This card ensures that the receiver understands the nature of the gift and helps to act as a receipt helping ensure that the gift arrives at its intended destination.

The card gives the receiver a little background understanding of the work Common Changes does and leaves a blank space for you to write a more personal message too.

In the case of those unaware of a gift being delivered, this card should be sent either with the gift or ahead of time to ensure deliveries are accepted.

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Your “submit a gift request” form will allow for three main options to deliver a gift.

Direct Bank Transfer (UK Groups)

- Choose this option when the receiver of the gift knows it is coming. Ensure to include their full name and bank details in the request form. This is our preferred method of payment as it gives the receiver the most autonomy over their gift.

Cash Cheque (US/UK Groups) -

Choose this option if the receiver is unaware of the gift coming or they are not overly comfortable with modern banking methods. A cash cheque can be made and either delivered to their address directly or delivered to you to post yourself.

Direct Online Order & Delivery -

Choose this option if you have an online order that can be delivered to the receiver directly. This option can be used for those who are aware a gift is on its way and those who are not. Simply provide a link for the desired item in the “additional notes” box of the form.



Growing the Change

We all want to see positive change in the world and that change can start with you. You can help grow the Common Change collective giving movement by simply talking about your group with your friends, colleagues and loved ones.

Help others to feel empowered to make changes in their communities too by sharing your experiences helping meet the needs of our community using the collective giving platform, Common Change. Share with them how great it feels to help and see the positive impact it has had on your community as a whole!

You too can be the ripple that starts the change you wish to see in this world and if you ever need advice, support or encouragement, Common Change's Development Officer, fiona@commonchange.uk is ready to help!

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