

Children's Organ Transplant Association®

The Trusted Leader Supporting Families

COTA Coin Canister Program

If you would like to use Coin Canisters, please follow these steps:

1. **Recruit a Coin Canister Chairperson.** This person will oversee the coin canister program.
2. **Utilize COTA's Coin Canister Sheet.** COTA will provide a sample canister sheet that may be used. The sample canister sheet has a COTA logo where a photo can be inserted. Please email MiracleMakerInfo@cota.org to request an electronic version of the COTA Coin Canister Sheet.
3. **Make copies of the Coin Canister Sheet on heavier 'card stock' paper.** To look their best, COTA Coin Canister Sheets should be copied on heavy, white paper.
4. **Have extra copies on hand.** This gives you replacements for sheets that may be damaged or lost.
5. **Cut on the dotted line.** The trimmed sheet is the same width as the COTA Coin Canister. Align the sheet so contributors will see the local contact and his/her phone number above the coin slot.
6. **Attach securely.** Use rubber cement or glue to attach the sheet to the COTA Coin Canister. Be sure to attach the Coin Canister Sheet to the back of the canister so COTA contact information is visible on the front of the canister.
7. **Recruit volunteers.** Be sure to utilize volunteers you know and trust for the coin canister fundraiser. Because proceeds are all in cash, it is important to keep a record of which volunteer(s) are collecting funds to avoid any confusion or concern.
8. **Place the Coin Canisters throughout the community.** Number the canisters on the bottom and begin distributing them. Keep track of who has the canisters and the canister locations. Request permission from store managers to place canisters at cash registers -- canisters can stay in one location about four to six weeks. It is critical that a volunteer placing canisters understands that the canisters *must* be emptied on a routine basis, which is at least once each week. When placed in a good location, each COTA Coin Canister can collect \$25 to \$40 per week.
9. **Remove Coin Canisters.** Remember to remove Coin Canisters when contributions begin to decrease. Place canisters in a new location. Please return unused canisters to COTA.
10. **Send proceeds to COTA.** Cash collected from Coin Canisters should be converted to a money order or cashier's check and sent to COTA. Please add your post number to the memo line.

