Newsletter template to tell your staff about your charity portal

# How to use this document

Use this content to help you set up your own charity portal or alert and encourage staff use the Warp It system in the charitable sector, demonstrate civic leadership and make meaningful connections with charities. Use this content to send staff an email and a newsletter, on your organisation’s internet site and as a blog post.

# When to use this document

You can use this content when you find that items are not being reused or when you want to increase your charitable donations.

# Tell a charitable tale the Warp It way

Want to start or increase charitable donations via the Warp It system? Spread the word, get your staff involved and make connections with charities by using this document.

The content below is the basis for your communications.

All you have to do is:

* Edit as you see fit when you see the **asterix\***.
* Enter the relevant organisation’s or person’s name where you see yellow text.
* Follow top tips where you see italics.

\*Please edit as you see fit when you see the asterix. Top tips appear Where you see italics.

# Newsletter template

Did you know that you can donate your surplus resources to your local charity or faith groups?

We’ve signed up to a resource reuse network called Warp It. This reuse system allows staff to give away and claim surplus resources for work activities – saving procurement spend. Read more about it here www.warp-it.co.uk/charities

Warp It lead [insert name] said: “We’ve been using Warp It to great effect and staff are giving great feedback. Getting surplus items for free is a great thing! However sometimes we can’t find homes inside the organisation in the timeframe and these resources become surplus to requirements – so we pass these to local charitable groups.”

The online portal allows charitable and community groups to claim surplus or underused resources from larger organisations – a bit like a corporate Freecycle.

Resources include furniture, fixtures and fittings, stationery, files curtains even office plants! Anything really.

[Insert name] said: “If you’re linked with a local charity, a social enterprise or community group then why not sign up? It’s free and we’d like to help you get surplus corporate assets.”

[Insert name] responsible for community reach out at [Insert organisation name] said: “This is a great project and links with our community objectives perfectly. We’re saving money internally by sharing better. Anything left over we pass into the community – we would usually actually incur a waste disposal charge so it’s a double win!”

To sign your local community or charity group up for free visit www.warp-it.co.uk/charities. [Or insert your own charity portal link]. You have to be a charity, a social enterprise, or a community or faith group delivering a social objective to join. So, sports clubs, scouts and brownies and any groups serving a social or charitable purpose can join.

Warp It lead [insert name[ said: “We’re encouraging all third sector organisations to join the scheme. It is free, so why not? Save money on your purchasing spend. [Insert organisation name] and others are uploading spare resources now, in fact we have some resources on the system now which if not claimed internally will become available soon so keep an eye out!”

**What next?**

If you want to know more about the system in general, go to [www.getwarpit.com](http://www.getwarpit.com) where there are examples of how the system is working well in other organisations just like ours. You can also check out the Frequently Asked Questions [here](https://www.warp-it.co.uk/faq.aspx). (add link)

If you have any questions about this scheme, please get in touch with insert admin contact details.

Press Release for when you want to tell your community about your donations

Media release: for immediate use

**£/$ [insert value]  of surplus assets donated into local charity.**

[insert organisation name] have donated surplus assets worth [insert value] into the local charity sector as part of a drive to get more value from surplus assets.

Large organisations often have surplus resources that they no longer need but are still in good condition and [insert organisation name] have used an online platform called Warp It to rehome assets internally as well as donated [inset value] to the charity sector.

The unloved and unused resources which range from office furniture and electrical equipment to printer cartridges, stationery and anything else that isn’t needed, can either be swapped or donated to charities.

[ Name and job title] , said: “ [insert organisation name] is the top 10 highest donors of surplus assets to charity in the UK!  I’m really proud and excited that we have been able to put our surplus assets to good use. We have saved [insert value] by redistributing assets internally. The items we could not find a home for internally were then donated to local charity. ”

[Name ] : “I would like to thank each and every one of our Warp It members who, by donating their surplus stuff have helped us reach this momentous milestone. One of our objectives is to help support charities, and the system helps us redistribute assets in a safe and legal manner.”

[Name and job title]  said: “Our ambition is to make the reuse of items within [insert organisation name] mainstream. We want to make reuse as easy as buying new. Our reuse system is the first port of call for our staff when buying new if they want to save on purchase costs. Or who have anything that can be reused by charities.

“This project is showing  [insert organisation name] is serious about  making the world a better and more sustainable place, improving resilience in the community, reducing procurement costs and keeping products out of skips.”

If you are a charity and you want to access free surplus corporate assets you can join here; [www.warp-it.co.uk/register](http://www.warp-it.co.uk/register)

**ENDS**

Instructions for setting up your own charity portal

1. Go to www.getwarpit.com
2. Click on your country flag on the top corner
3. Scroll right to the bottom and click on charities
4. Choose large charities at the end of the page
5. Fill in your details of the charity you want to set up
6. Make sure you choose a good username
7. Wait for approval
8. Receive approval
9. Log in to new charity portal and send a partnership to your corporate portal.
10. Make sure that your charity members can search other portals- go to settings>control users.
11. Log into corporate portal and accept friend request
12. Publicise your new charity portal to your charity partners and staff charities