



sweethearts
the wheelchair foundation

INFORMATION PACKAGE



**450KG
BOTTLE TOPS**



**50KG
BREAD TAGS**



www.sweetheartsfoundation.org

HOW IT WORKS

EST. 14 FEBRUARY 2013

The sweethearts Foundation is a 100% community driven, volunteer based organisation. Absolutely everything is done using our own skills, resources and time to pay-it-forward to help those less fortunate.

The sweethearts Foundation was established on Valentine's Day in 2013 when the first wheelchair was handed over to Dora Williams, our first beneficiary.

Our volunteers, sweetly named "sweethearts" range from everyday volunteers to high ranking administrators who juggle work, family and helping others. Our sweethearts are spread across the country and internationally, doing whatever they can, whenever they can, to help the organisation, it's beneficiaries and our country.

Inspired by love for our country and our fellow South Africans, The sweethearts Foundation believes that a wheelchair should be recognised as a basic Human Right and that anyone who is in need of one, should have one.

COLLECTING TOPS AND TAGS

The sweethearts Foundation collects plastic bottle tops and bread tags, recycles them and uses the funds from recycling to purchase wheelchairs for those in need.

Bottle tops and bread tags are two different types of plastic and are sent to different Recycling Partners. It is imperative that these two forms of plastic are separated and stored in clearly marked boxes or bags to ensure that they get sent to the correct Recycling Partners.

Bread tags are easy to collect, as they are all the same, albeit the size and colour. Bottle tops are a little bit more tricky. Not all bottle tops are acceptable. The sweethearts Foundation collects bottle tops from the likes of cooldrink bottles, milk bottles and water bottles. Tops that come from products like sta-soft containers, peanut butter jars, toothpaste and medicinal/pill bottles are not acceptable. The easiest way to check if you're collecting the right top is to ask yourself "Can I drink the liquid in the container as is?". If your answer is yes, please feel free to collect the bottle top.

It is 100% essential that no foreign objects are kept inside your collections and absolutely no metal of any kind. Metal objects put our sweethearts, our work and our initiative all at risk. Please ensure that your bottle tops and bread tags are clean and sorted at all times.

DELIVERING TO COLLECTION POINTS

Once you've collected your #Tops&Tags, you will need to deliver them to your closest Collection Point.

Collection Points serve as hubs where our precious pieces of plastic are stored for safe keeping until they can be sent for recycling. A Collection Point can be a business, a church, a library, or most commonly, a sweetheart's own private home.

To find your closest Collection Point, you need to visit our website www.sweetheartsfoundation.org. Once you've found the map, navigate to your area and see where your closest Collection point is. Click on the logo and a panel of information will be shown and you can then contact the contact person of that Collection Point to setup a suitable time for delivery.



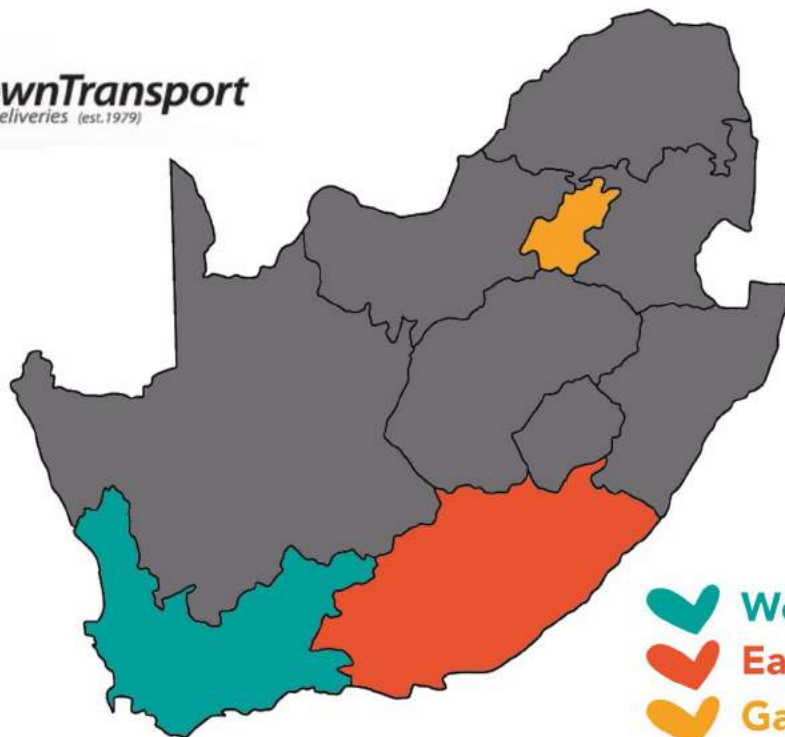
REDUCE
REUSE
RECYCLE

BECOMING A COLLECTION POINT

If you have unused space that you would like to offer to The sweethearts Foundation, please visit our website to sign up as a Collection Point.

All Collection Points are reviewed before being added to our interactive map. This is done to ensure that each Collection Point can perform the necessary functions required by the foundation. This includes but is not limited to ensuring that all donations received are checked and sorted, no foreign objects are contained in collections, ensure stickers are attached to packaging and that if direct collections are not available, that the Collection Point will deliver the collections to their closest Recycling Partner.

The sweethearts Foundation have partnered up with InterTown Transport, a large-scale Logistics Company, which will collect directly from official Collection Points in demarcated areas only. Collection Points which fall outside of the demarcated will either be denied as Collection Points or, if they are able to, will deliver directly to their closest Collection Points.



-  Western Cape
-  Eastern Cape
-  Gauteng



WHEELCHAIRS

To purchase a standard 18" wheelchair, the foundation needs to collect 450kgs of bottle tops or 50kgs of bread tags. Unfortunately we do not know the exact amount of bottle tops or bread tags equals these amounts.

Beneficiaries come in all shapes and sizes, this changes the amounts of #Tops&Tags needed. Some beneficiaries require standard wheelchairs and some require specialised wheelchairs. Specialised wheelchairs range from electronic wheelchairs to wheelchairs with reinforcements and other added items to make the wheelchair more functional for people with higher degrees of disability. Specialised and children's wheelchairs are extremely costly and this drastically increases the amount of #Tops&Tags needed.

WHEELCHAIR WAITING LIST

Should you, or someone you know, be in need of a wheelchair and do not have the finances to purchase a wheelchair, we invite you to apply for one for yourself or for someone else. It is extremely important to remember that The Sweethearts Foundation is a non-profit and our goal is to help those who cannot help themselves.

If you are in need, please visit our website to request a wheelchair. You will need to submit several documents and once completed, we will review the application. Please note that there are terms and conditions to requesting a wheelchair and these are laid out in the application form. Should you need any assistance while applying, please email sweethearts@sweetheartsfoundation.org.

Successful applicants are then added to our Wheelchair Waiting List and remain there until the foundation has the funding available to purchase the wheelchair needed. This process can take months to complete and no time frame is given. The speed is based on the amount of #Tops&Tags being donated on a regular basis.

All donations of #Tops&Tags are pooled together nationwide, irrespective of where they come from. The pooling system is in place to ensure that everyone on the official Wheelchair Waiting List is treated fairly and equally. We work according to the system of First-In, First Out. Therefore, the beneficiary at the top of the list is helped first and we work down the list.

We request that all applicants be as patient as possible. We assure you that we are working as hard and as fast as possible to provide the Gift of Movement to everyone in need.

ROLLING OUT OF WHEELCHAIRS

When we have enough funding for a wheelchair, we contact the beneficiary and let them know the great news. From here, we start planning a Wheelchair Handover Ceremony which is a small gathering of sweethearts, friends and families. This is a great opportunity to meet new people and celebrate the newly found Gift Of Movement.

If you would like to be involved in a Wheelchair Handover Ceremony, sign up to be a sweetheart by registering on our website www.sweetheartsfoundation.org

#TOPS&TAGS FORWHEELCHAIRS



HOW CAN I HELP?

COLLECT

You can help by collecting as many #Tops&Tags as you possibly can. It does not matter if it is 5 bottle tops today and 5000 tomorrow, all that is important is that you are collecting. If you collect, you are a sweetheart.

The best part about supporting The sweethearts Foundation is that it is virtually at no cost to you. This is because you have already purchased the product, all that you need to do is store it and deliver it to your closest Collection Point. Be sure to tell your friends, family and colleagues that they should also collect #Tops&Tags and help those who are desperately in need of help.

Please remember that all collections are pooled together to fund our Wheelchair Waiting List.

DONATE

If you would like to make a donation, be it in cash, wheelchairs or any other items, please feel free to contact us by emailing sweethearts@sweetheartsfoundation.org.

All donations are 100% used to help our beneficiaries and we will use each cent to help them get back to work and back into their community.

Should you need any paperwork, proof of donation, our banking details or certifying documentation, we will happily provide you with whatever is needed.

PARTICIPATE

As a 100% volunteer based organisation, there sometimes is not enough time in a day to get through all the work we have to do. We have a variety of opportunities for people to get involved. From marketing, doing presentations, events planning to debt collecting, sorting of #Tops&Tags, helping with logistics and helping us find benefactors who can help with funding.

You have skills and we need all the skills we can get, send us an email and let us know how you think you can help The sweethearts Foundation move forward and we'll put you in the right place.



**WE WON
GLOBAL GIVING'S
VIDEO OF THE YEAR
— 2017 —**

For a quick overview of the entire process, visit our YouTube Page to view our award-winning video. It was voted Video of The Year by Global Giving, an international charity funding platform which highlights charity projects around the world.

**COLLECT
DONATE
PARTICIPATE**



FAQs

Where can I deliver my #Tops&Tags to?

Please visit our website to find your closest Collection Point. Click on the logo in the area closest to you and a panel with information will pop up. Use this information to contact the Collection Point to setup a suitable time for delivery.

The closest Collection Point to me is too far away, why is this and what can I do?

If your closest Collection Point is too far away it could be that no one in your area has signed up to be a Collection Point. Why not contact your closest library, school or church to see if they can become a Collection Point. If this isn't a possibility, try calling your the closest Collection Point and see if they can collect from you or know a way of getting your collection delivered.

I have collected 450kgs of bottle tops and 50kgs of bread tags, where can I collect my wheelchair?

As mentioned previously, all collections are pooled together. In order to receive a wheelchair, you need to request a wheelchair via our website www.sweetheartsfoundation.org

What is the best way to store the #Tops&Tags?

We suggest that you make use of boxes. They are more sturdy and there is less chance of the contents falling out. Should you need to make use of plastic packets, please ensure that you double bag them to ensure that if the main bag breaks, the smaller bags will still be intact.

I am a Collection Point and I am now at full capacity. How do I arrange a collection?

If you are at capacity, please use the online form to request a collection. Email sweethearts@sweetheartsfoundation.org

Can I collect for my own beneficiary?

You are more than welcome to collect for your own nominated beneficiary but unfortunately, we work according to an official Wheelchair Waiting List. The only way to expedite the wheelchair is to provide a financial donation towards the wheelchair. By doing this, we can escalate the wheelchair request.

What bottle tops am I supposed to collect? Do you collect metal tops?

Only collect plastic bottle tops from the likes of cooldrink bottles, milk cartons, water bottles etc. We do not accept tops from mayonnaise or peanut butter jars, sta-soft bottles, household detergents or sprays of a similar nature. If you can drink the product, you can keep the lid. Absolutely no metal at all.

Is The sweethearts Foundation a certified organisation?

Yes, we are. We are a registered nonprofit in terms of the Nonprofit Organisations Act, 1997. We are not yet a Section 18 A registered foundation but we are certified as a level 2 BBEE certified organisation.

I applied for a wheelchair a while ago but have not heard back from anyone? What is the next step?

The processing of a wheelchair is a lengthy one. It can sometimes months to fundraise enough for a specific wheelchair. If the wheelchair is a specialised one, it may take even longer as these are more costly. Please remember that all funds are raised through recycling and the speed at which we handover wheelchairs is dependant on the collections being donated.

I live outside of South Africa and want to donate my bottle tops and bread tags to The sweethearts, how do I do this?

Unfortunately we are unable to accept international donations as there are high costs involved. You could also find someone travelling to South Africa and ask them to take them with in their luggage.

I want to become a sweetheart and get involved, how do I sign up?

Please send us an email and let us know how you would like to help out.

Where can I see a Wheelchair Handover or some of the previous handovers?

Please follow us on Facebook, Instagram or Twitter. We post regular updates of the work we are doing and this is the best way to stay up to date.



COLLECTION STICKERS

As of November 2018, it is a requirement that all donations of bottle tops and/or bread tags that are to be delivered to Collection Points, must have the following sticker attached to each individual box or bag used to store the collection.

The purpose of the sticker is used to determine:

1. If the collection is made up of bottle tops;
2. If the collection is made up of bread tags;
3. If the collection has been sorted;
4. Who the donor of the collection is and have their details;
5. Which Collection Point received the donation and have their details; and
6. The waybill number of the collection once collected by the Logistics Partner.

In September 2018, The sweethearts Foundation, among other organisations, were issued a warning from Recycling Partners stating that they would stop receiving plastic as the collections received contained foreign objects which damaged the recycling machines.

It is essential that all #Tops&Tags are sorted and separated and each donor and Collection Point must ensure that no foreign objects are included. It is not only harmful to the machines used for recycling but also puts our sweethearts at great risk.

The below sticker must be attached to the box / bag by either glue, cellotape or by being stapled.

 **sweethearts**
the wheelchair foundation

TOPS **OR** **TAGS**

SORTED
(NO BITS & PIECES)

COLLECTOR NAME: _____

COLLECTOR EMAIL: _____

FOR COLLECTION POINT USE ONLY

COLLECTION POINT NAME: _____

WAYBILL NUMBER: _____

Please note that the sticker can be printed in black and white or in colour. There is no preference. Please visit our website to download a printable version of this sticker which has 6 stickers to one page. It is suggested that you print several pages to have them on hand at all times to ensure each collection can be recorded.

We would like to take this opportunity to thank you for your continued support and hope that you will continue to work with us to Give the Gift of Movement to those in need.



sweethearts
the wheelchair foundation

GIVE THE GIFT OF MOVEMENT



Help us collect & recycle **bottle tops** & **bread tags**.
In exchange, we'll pass on **wheelchairs** to the
disadvantaged members of the community.



450KG*
BOTTLE TOPS



50KG*
BREAD TAGS



sweethearts
the wheelchair foundation

Visit our website to find out how to:

COLLECT
DONATE
PARTICIPATE

www.sweetheartsfoundation.org



*amounts differ for specialized wheelchairs

BOTTLE TOPS



NO OTHER BITS AND PIECES



sweethearts
the wheelchair foundation



BREAD TAGS



NO OTHER BITS AND PIECES



sweethearts
the wheelchair foundation



HOW IT WORKS



**COLLECT BOTTLE TOPS
AND BREAD TAGS**

**SEPARATE AND BOX
#TOPS & TAGS**
(450KG TOPS OR 50KG TAGS)

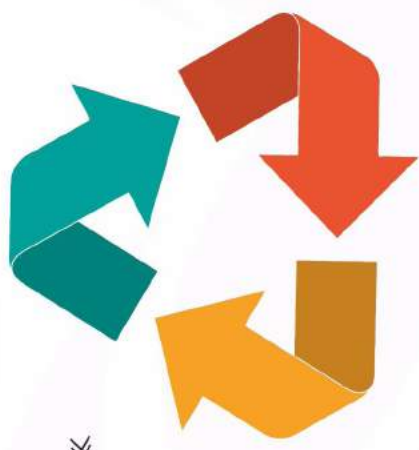
**DELIVER YOUR #TOPS & TAGS
TO YOUR CLOSEST
COLLECTION POINT**



**WE'LL PASS ON THE WHEELCHAIR
TO ONE OF OUR BENEFICIARIES**



**THE FUNDS FROM RECYCLING WILL
BE USED TO PURCHASE WHEELCHAIRS**



**WE'LL RECYCLE THE
#TOPS & TAGS**

*AMOUNTS DIFFER FOR SPECIALISED WHEELCHAIRS



TOPS **OR** **TAGS**

SORTED
(NO BITS & PIECES)

COLLECTOR NAME: _____

COLLECTOR EMAIL: _____

FOR COLLECTION POINT USE ONLY

COLLECTION POINT NAME: _____
WAYBILL NUMBER: _____



TOPS **OR** **TAGS**

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FOR COLLECTION POINT USE ONLY

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WAYBILL NUMBER: _____



TOPS **OR** **TAGS**

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COLLECTION POINT NAME: _____
WAYBILL NUMBER: _____



TOPS **OR** **TAGS**

SORTED
(NO BITS & PIECES)

COLLECTOR NAME: _____

COLLECTOR EMAIL: _____

FOR COLLECTION POINT USE ONLY

COLLECTION POINT NAME: _____
WAYBILL NUMBER: _____

CONTACT US

If you have any unanswered questions or would like to provide us with some compliments or have an idea of how we can improve The Sweethearts Foundation, please feel free to reach out to us and let us know how we can help you.

As a 100% volunteer based organisation, we ask that you please be patient as we juggle work, family and helping others.

Please feel free to contact us using any of the below channels:



FACEBOOK



INSTAGRAM



TWITTER



YOUTUBE



EMAIL



LINKEDIN

