

Example letter for your contact details for site holder to keep

For a supply of headed paper contact the Volunteering Team on 01604 611681 or email volunteering@mndassociation.org

Dear xxxx,

Thank you for agreeing to have an MND Association static collecting tin on your premises. We really are grateful for your kind support in helping us to raise funds and awareness in this way.

Our dedicated supporter (known as the 'Collector'), is presenting this letter to you, together with their ID badge to confirm they have permission to collect on our behalf.

They will be responsible for visiting you regularly to ensure all is well and to check that you are still happy with the arrangement.

Should the tin require emptying before their next visit is due, or if for any reason you believe that the tin may have been tampered with, is lost or stolen, we ask that you please report this immediately to the Collector and they will inform the MND Association and the local police with immediate effect.

Once the money from the collecting tin has been paid into **(Insert Branch and Group Name)** by the Collector, you will be sent a receipt.

Thank you so much for the valuable support you are giving to those affected by MND. If you have any questions at all, please do let me know.

With best wishes,

(Insert Name)

(Insert Branch and Group Name)

Please read the following and confirm your approval by signing below:

I confirm I have received written permission from the Site Holder to place an MND Association static collecting tin at their premises. I am responsible for visiting the premises to ensure the tin is well maintained and will provide my ID badge as proof that I am the Collector on behalf of the MND Association. When the collecting tin is full, I confirm I will empty and count the monies and pay in the monies to the MND Association branch or group. I am happy for the Site Holder to contact me prior to the visit should the tin need emptying, if they wish for the tin to be removed at any time, if they believe the tin to be tampered with in any way or it is lost or stolen. Finally, at the Site Holder's request, I will provide a receipt to show the funds raised from the tin.

COLLECTOR NAME: _____ **CONTACT NO.** _____

ADDRESS: _____

POSTCODE: _____ **EMAIL:** _____

Signature: _____ **DATE:** _____

PLEASE REMEMBER TO GIVE THIS COPY TO THE SITE HOLDER FOR THEIR RECORDS