

Static collecting tin guidelines

It is very important that we comply with **charity law** by rigorously adhering to the Institute of Fundraising Code of Practice; that is why if you wish to place a static collecting tin you must follow these simple guidelines to be able to place a static collecting tin at a venue and legally collect money.

What is a static collecting tin?

A collecting tin which is properly labelled, numbered and sealed, bearing the name, address and registered number of the charity. They are placed in a static location (e.g. a shop, pub, etc) and must be secure. It is advised that where possible static tins have a chain for added security.

PLEASE NOTE: You must only use official MND Association collecting tins with unbroken seals

1) Number your tins

Please ensure you number each static collecting tin to record its location. You may need to be able to provide us with this information, should we request it, for auditing purposes.

2) Provide ID

You will need to show either your ID card or a letter of authority (that the fundraising team can provide) to the Site Holder as proof that you have permission to officially raise funds for your branch or group should they request to see it.

3) Have it in writing

You **MUST** obtain written permission from the Site Holder before a collecting tin can be placed and money collected. This is a legal requirement. Within your pack there is a template letter that you can get the site holder to sign. You should also make sure that the site holder has your contact details

4) Make sure the tin is well maintained

It is important to visit the sites regularly to ensure the tin is well maintained. If the tin is lost, stolen or has been tampered with in any way, you must report this to the police as soon as you can.

5) Collecting the donations

Should the sealed collecting tin be full, please empty it and count the money. If it is practical this should preferably take place at the venue and in the presence of another person who has agreed to be there and who can verify the amount raised, although understandably that is not always possible. We do advise that there are at least 2 people counting the donations.

6) Provide a receipt

If the Site Holder requests it, they must be provided with a receipt that contains their address, box number, date and the amount collected.

If you have any questions, please contact your Regional Fundraiser