

Static collection tin guidelines

Thank you for requesting a Static Collecting Tin to help raise funds to support the work of **your local branch/group**. In order to ensure we comply with the Institute of Fundraising Codes of Practice, could we please ask that you kindly adhere to these guidelines:

Specific Requirements:

1) Provide ID

You will need to show a letter of authority provided by **your local branch/group** to the Site Holder as proof that you have permission to officially raise funds for **your local branch/group** should they request to see it.

2) 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 for written permission that you can get the site holder to sign. You should also make sure that the site holder has your contact details and you can use the template 'your contact details' letter for this.

3) 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.

4) 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 at least 2 people count the donations from the tin. Please then give your money to **your local branch/group** together with a completed 'Paying-in Form'.

5) 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.

No longer want to be a Collector - If at any time you decide you no longer wish to continue being the Collector, you must inform the Site Holder of this and agree to the safe removal of the static collecting tin. You must also contact the **local branch/group** to arrange for the static collecting tin to be returned, together with any corresponding paperwork, i.e. ID badge, Paying-in Form etc.