

Static collection tins new process FAQs

Why do we have to change the way we work? We have worked with these shops for years and they are happy to have verbal agreements.

It is very important that we comply with charity law by rigorously adhering to the Institute of Fundraising Code of Practice. There have been some changes in the Codes recently with regards to static collection tins and we had identified some gaps in how we manage these, including having written agreements. We have made 'Our Fundraising Promise' on our website and we have a duty of care to our supporters and to people with MND that we live up to it. As a charity we work hard to meet legal requirements and to avoid adverse publicity.

Why does MND Association have to have a signed agreement when other charities do not?

All charities should have signed agreements now the Fundraising Codes of practice have been updated. We are doing this to make sure we are compliant with the law.

I read that we have to visit these places every 3 months, that isn't practical for us.

3 months is merely a suggestion of best practice. You will know what works best for you and for the retailer.

It would be totally impractical for us to count the tin contents at the outlet; we would be a hindrance and could lose the site.

Counting at the venue is a recommendation and not currently a must. As long as there are robust procedures in place for counting money if it isn't practical to do so at the location then that will be ok. We do advise at least two people should count the tin.

I am concerned about issuing an ID or an authorisation letter to a collector who is not part of the branch.

It is possible that someone who is fundraising for the branch or group asks for static tins to place in retailers. It is entirely up to you as a branch or group if you are happy for them to do so. If you decide this is ok, there is a template pack in place for you, including a template letter of authorisation. Only issue this if you feel happy to do so and ensure that you include timescales of when the authorisation will be valid for.

We fear the pack might put people off agreeing to hold tins on their premises with the extra administration that would be involved.

An important thing to remember is that for the site holders themselves there will be little change in the process, other than that a signed agreement will exist between you. There will possibly be an added level of administration for the branch or group (depending upon your current practices) but not for the site holders.

Using tins with chains are a nuisance, do we have to use this kind?

The answer is that you don't have to. As long as the tin is properly labelled, numbered and sealed, bearing the name, address and registered number of the charity and the tin is secure, then you are compliant with the codes. It is suggested that tins with chains are used as they have an added level of security and in fact many premises request them.

Why do we need to number the tins and have them recorded somewhere, this is an unnecessary amount of extra administration for us?

Numbering tins and having a record of them is a MUST to be compliant with the Codes of Practice. It will be useful for you in terms of monitoring what you have out in the community. At any time, we as a charity can be asked to provide an audit of our collection tins and their current whereabouts so we need to have reliable systems in place for recording this information.

What do we do about all the tins that are already out there?

Hopefully you should be aware of where your tins are placed, but of course we do understand that this is not necessarily the case. In terms of those you do know about, when it becomes time for you to empty the collection tin make sure you replace it with a numbered tin and record it on your spreadsheet (or on whatever system you have chosen to record where the tins are placed).

In terms of tins that you think are out there but aren't sure about, it may be time to reach out to your supporter base, perhaps through your newsletter and try and track down those tins. As long as you have taken reasonable steps to understand where your tins are placed and have a record of them, then that will be acceptable.