

Static collection tin guidelines – if you have a fundraiser who wants to place a static tin for your branch or group

If you have a fundraiser who has requested to place a static tin(s) to help raise funds for your branch or group, then please use the following guidance.

1. Request for Static Collecting Tin form

Please ask your fundraiser to complete the 'request for static collecting tins' form as this will provide you with full details of where your fundraiser wants the static collecting tins to be placed.

2. Number the tins and keep a record of where they are placed

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.

3. Send your fundraiser the Static Collecting tin support pack –

Once you have numbered the requested tins, please send these out together with the support pack which contains:

- MND Association Static Collecting Tin Guidelines
- Letter of Authority
- Template Letter for written permission from site holder (collector to retain)
- Template 'Your Contact Details' letter for site holders to keep
- Paying-in Form

PLEASE NOTE: *The fundraiser **MUST** obtain written permission from the Site Holder to be able to place a static collecting tin at the venue.*

4. Acknowledgement of monies received

Upon receipt of monies paid into your branch or group by the fundraiser, you will need to confirm receipt of this and provide a letter of acknowledgement to your fundraiser and also provide a copy for the Site Holder should they request a copy.