

# COLLECTION BUCKET REQUEST FORM



Collections are a great way of raising awareness about our Group as well as raising funds. If you would like to order a collection bucket or handheld pot please complete this form.

Please complete this form and return to **secretary@swindondownsgroup.org.uk** or post it to **FUNDRAISING, Swindon Down's Syndrome Group, 34 Periwinkle Close, Swindon SN2 2QH**

## PART A

**To be completed by the person responsible for the collection tins.**

Name: .....

Address: .....

Postcode: .....

Phone: .....

Email: .....

**I agree to assist the collection organiser by being present when box seals are broken and money is counted.**

Signed: .....

Date: .....

## PART B

**To be completed by a second person who has agreed to be present when the collection tin is opened and counted.**

Name: .....

Address: .....

Postcode: .....

Phone: .....

Email: .....

**I agree to assist the collection organiser by being present when box seals are broken and money is counted.**

Signed: .....

Date: .....

## Type of collection

**What type of collection will you be holding?**

**Public area collection, e.g. street collection**  
*(permission needed from local authority)*

**Private venue collection, e.g. supermarket**  
*(permission needed from venue)*

**Static collection, e.g. shop or bar counter**

Location of collection: .....

No. of buckets: ..... No. of handhelds: .....

Date of fundraising event: .....

# TERMS AND CONDITIONS

Please take a moment to read the following legal requirements and also what we feel to be best practice relating to the use of collecting boxes.

## Collection buckets in brief

In brief if you intend to organise a street collection (i.e. collect in a public place) you need a licence from the police and/or Local Authority. For collecting within the premises of supermarkets, public houses for example you need to obtain permission from the owner or manager. It is illegal for anyone under the age of 16 to collect.

## Static Collecting Tins

You must obtain the permission of the owner/manager before leaving the tin. **Make sure the Swindon Down's Syndrome Group has the address of where the tin is left as legally the charity must keep a record of all tins.** In addition, a contact telephone number (at least) should be shown of an office/person authorised to arrange the prompt emptying of the box.

Boxes should be emptied regularly, at least every six months, and preferably in the presence of the box-holder; if this is not possible then in the presence of two other people. Authority and identification should be shown, and the box-holder given a receipt.

## Organising a collection without a licence

For example, in a public house, in the car park of a supermarket, in a school or on private land. It is always necessary to obtain permission from the owner of the land and it is a good idea to get this in writing so you have proof of your permission if challenged.

Make sure you check to see how many collectors are allowed at any one time and try to get as many friends or local supporters as possible to help you – it's so much nicer to be able to divide the day up between a number of you. You could also approach other big stores and sports grounds for a match day collection.

## Organising a collection with a licence

A licence must always be obtained for collecting on the public highway i.e. street collections. The licence is obtained from either the police or the Town Council. The Swindon Down's Syndrome Group will issue you with a 'Collectors Certificate of Authority' along with any collecting tins or fundraising materials you need for your collection. You will need one certificate for each person helping with the collection. At the end of the collection the certificates must be returned to Swindon Down's Syndrome Group to be destroyed. Please be aware that you must allow yourself plenty of time (at least one calendar month minimum) from the point of your request for us to arrange things and provide you with all you need.

## Opening and sealing of collecting boxes

Each Swindon Down's Syndrome Group tin will come to you with a number on. Please ensure you keep your own record of when and where these boxes are positioned. You are required to advise us if any position is changed so we can update our records. At times members of the public may call us to enquire about the authenticity of one of our tins and so we need to be aware of where are tins are located.

## Counting the Money

Always have two people present for opening the tins and counting the money. The two people named on this form should be the ones responsible for counting. Count each box individually so that you can let each helper know how much s/he has managed to collect. If you are organising a public collection and have received your licence, you were probably given a form to fill in regarding the money collected. This should be filled in as soon as possible after counting the money and returned to the appropriate address. Check the form carefully before posting as Swindon Down's Syndrome Group may need to sign it. A cheque/cash for the proceeds should be returned to Swindon Down's Syndrome Group within 14 days of a collection. We will let you know when the money has arrived safely by sending an acknowledgment of the amount raised.

**The 1992 Charities Act imposes a duty on all charities to provide careful control over its fundraising activities to avoid misuse of materials and to guard against dishonesty. It is illegal to use Swindon Down's Syndrome Group collecting boxes, sponsorship forms, running vests, t-shirts or any other material carrying Swindon Down's Syndrome Group name, address, logo, or the charity registration number to raise funds for any other purpose than for Swindon Down's Syndrome Group. Anyone raising funds in the above manner must deliver all such money either to Swindon Down's Syndrome Group Registered Address. Cheques should be made payable to Swindon Down's Syndrome Group or cash can be paid into a bank using the details provided by the Swindon Down's Syndrome Group.**

## How we use your information

We are committed to ensuring that your personal data is kept secure. We will not sell, distribute or lease your personal information to third parties. Any personal information you share will be used solely for processing your collection tin request. All request forms will be held securely by Swindon Down's Syndrome Group. You can update your preferences or opt out of receiving communications at any time by notifying us on [secretary@swindondownsgroup.org.uk](mailto:secretary@swindondownsgroup.org.uk) or calling 01793 538335

[www.swindondownsgroup.org.uk](http://www.swindondownsgroup.org.uk)

Registered Office 34 Periwinkle Close Swindon SN2 2QH

T: 01793 538335 E: [info@swindondownsgroup.org.uk](mailto:info@swindondownsgroup.org.uk)

Swindon Down's Syndrome Group is a UK registered charity. Charity number: 1158449.



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