

Appendix 10

Dementia UK Collection Tin Guide and Agreement

It is important for Dementia UK, and the volunteers and supporters who represent us, to operate to the highest standards and comply with the Fundraising Code of Practice.

We would be grateful if you could read and sign this document – thank you.

When would I use a collection tin?

A collection tin is to be used for a static collection, which is when it is placed on the counter top of either a shop, local business or a bar etc. to encourage the general public to make donations.

When would I not use a collection tin?

Street collections: you would use a collection bucket for this type of event. For these, you will need a permit from the council or landowner. For more information, contact us for our guide on bucket collections.

Taking payment at events: a cash float should be used for this, as you cannot open a collection tin to give change during an event.

What do I need before using a collection tin?

- Please contact Dementia UK to let us know you wish to place a collection tin. We will issue you with a letter of authority – which is a legal requirement to have - before you approach any companies or organisations. You will also need to have an additional piece of ID with you in case it is required
- It is also a legal requirement to obtain permission from the site owner or those with authority to grant permission to place your tin there. **The permission must be in writing, please ask your Dementia UK contact for the form**
- Please let Dementia UK know where the tin will be placed, so that we can keep track of where they are in the community. **Please phone or email your contact at Dementia UK to provide this information**
- You will need a Dementia UK collection tin, a coin insert and a collection tin seal. If you have a non Dementia UK tin or an unsealed collection tin, then please do not use this
- Some tins have a chain attached and, if the tin is going to be positioned on a counter top or anywhere that it may be unattended, the chain should be used to secure it. If you need a chained one please ask

What happens when my tin is being used?

Make sure you have a contact at the location where the collection tin will be left, as this person should be responsible for the tin whilst it is there. You will still have the overall responsibility for collecting the money from the tins. Arrange a date to go and collect or check on the tin, so that funds can be collected. If the tin is in a public place, please check on it regularly – at least quarterly – as it is important that funds intended for the charity are banked.

Please ask the site owner to make contact with yourself or Dementia UK if the box is lost or stolen, or they wish to end the collection, ideally this would be in writing.

My collection tin is full, what do I do?

Open up the collection tin in a safe place, and count the amount with another person present. Pay the full amount into your bank account and either send a cheque to our head office or phone and make a bank transfer/ card payment (without any deductions for expenses) as soon as is reasonably possible.

If you are looking to use your tin again, please make sure it is resealed. If you have run out of seals, please let us know and we'll post you some more.

I am done with my collection tin, what now?

Once you have finished using the tins, please make sure they are returned to the charity, so we can send it to another fundraiser. Please do not throw them away or dispose of them yourself.

Please provide the individual / organisation with a receipt using the receipt template. Please ask your Dementia UK contact for this.

Your Collection Tin Checklist

- I have contacted Dementia UK and they have sent me a letter of authority, collection tin, and seals. I have let them know where my collection tin will be placed
- I have written permission to leave my collection tin at the location from either a manager or landowner
- My collection tin is sealed and is secure on a visible surface
- I have organised a date when I will go and check on my collection tin
- I know when I will go back to collect my fundraising and pay the funds in to Dementia UK
- I have written a receipt for the individual / organisation who held the tin

Collection Tin Agreement

Please sign and return to: **Dementia UK, 1 Aldgate, London EC3N 1RE** or email fundraising@dementiauk.org

Name: _____

Address: _____

Phone: _____ Email: _____

- I have read and understood Dementia UK's Collection Tin Guidelines
- I agree to abide by the law and fundraising regulations and undertake the requirements of Dementia UK, as stated in the Collection Tin Guidelines

Signature: _____ Date: _____