

Appendix 9

Dementia UK Street / Bucket Collection Guidelines and Agreement

When would I use a Dementia UK bucket?

You will require a bucket for street collections (i.e. a collection in any street or public place)

When would I not use a Dementia UK bucket?

You can only use a bucket with a person in attendance. For static collections you can order a collecting tin (please see our tin guidelines - appendix 10).

For taking payment at events use a cash float as you cannot open a bucket to give change during an event.

What do I need to do in advance of my collection?

To collect in any public place it is a legal requirement to have a licence from the relevant authority – this could be the local council or metropolitan police.

To collect on a private site (e.g. in a shopping centre, football ground or train station) you will need permission from the company or organisation running the premises.

- Please contact Dementia UK to let us know you wish to do a collection. We will issue you with a letter of authority – which is a legal requirement to have - before approaching any companies or organisations
- The person who applies for the licence is the ‘promoter’ or ‘collection leader.’ They are required to be involved on the day and co-ordinate other collectors and they need to be present when money is counted
- Please apply for the license at least six weeks in advance of the date on which you wish to collect. In some cases there may be a long wait to secure your license or permission. You may only collect at the times stated on your license
- Please let Dementia UK know when your collection is scheduled for and request the number of buckets that you will need at least two weeks in advance. Please only ever use an official Dementia UK bucket complete with unbroken seals
- Please provide us with the name of all collectors two weeks in advance and we will provide each one with an official name badge
- If you are managing a collection with a number of collectors on site, please ensure everyone has a time slot and has a basic understanding of what the charity does (we can provide you with a fact sheet to support you)
- Please ensure you have a process decided for cash handling (see below)
- If you are collecting for a longer period of time you may require provision to lock away buckets with funds in securely. You should check with the premises on this in advance

During the collection

- On the day, the collection leader will need to: liaise with the premises manager or key staff and ensure all collectors have a basic understanding of Dementia UK (this is important as they are representatives of the charity) and the guidance and regulations around collecting
- Each collector should have a letter of authority to carry with them at all times during the collection. Collectors must wear their ID badge and a Dementia UK branded t-shirt
- Collectors must remain stationary and stand at least 25 meters away from other collectors

- Please do not do any thing to inconvenience or annoy members of the public; this includes rattling your bucket. However, it is important to smile and engage with the public where possible and let them know that you are collecting for Dementia UK
- If there are any concerns or incidents on the day please report this to Dementia UK immediately

After the collection

Cash handling

- You will need to have a private place to count the money. If this is not possible on the premises, you may wish to approach a NatWest (Dementia UK's bank) branch if there is one locally and see if they can accommodate you
- Cash counting should be done with at least two people present, including the promoter
- You will need to keep a separate record of what each collector raises
- We will send you a cash control form to use
- Funds should be taken to the bank by more than one person, where possible
- Cash should be paid in as early as possible or at least within three working days

I am done with my bucket, what now?

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

Your Bucket Collection Checklist

- I have contacted Dementia UK for a letter of authority
- I have a licence or permit to allow me to collect
- I have confirmed the collection date with Dementia UK
- I have been sent buckets and seals from Dementia UK
- I have been sent t-shirts and ID badges from Dementia UK
- I have planned a rota for collectors on the day
- All collectors have ID badges and t-shirts
- I have a cash handling plan
- I will pay the funds to Dementia UK as soon as possible
- I have reported back to the licensing authority promptly

Bucket Collection 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 Bucket Collection Guidelines.
- I agree to abide by the law and undertake the requirements of Dementia UK, as stated in the Bucket Collection Guidelines.

Signature: _____ Date: _____