



Dementia UK Guidelines for Collecting at an Event

These guidelines are for the use of a collection box, tin or bucket at an event, i.e. at an exhibition stand or at a fundraising event when you are present.

If you would like a collection bucket for a **street collection** or a collection tin for a **static collection** (when your collection tin stays in one place, such as a shop or reception area, where you are not present) please get in touch by calling 020 8036 5440 or calling fundraising@dementiauk.org as there are specific legal requirements and guidelines for these activities.

When would I not use a collection box/tin/bucket at an event?

Taking payments at events. A cash float should be used for this, as you cannot open a collection box, tin or bucket to give change during an event.

What do I need to do before I use a collection box/tin/bucket?

Get in touch with Dementia UK to let us know that you would like to have a collection box, tin or bucket at an event. You may not need formal permission from the venue specifically for the collection, but we recommend that you check they are happy for you to hold a collection as part of your event. It may be appropriate for us to send you a letter of authority.

Depending on what is most appropriate for your activity, we will send you:

- A Dementia UK cardboard collection box
- Or, a Dementia UK collection tin, coin insert and seal
- Or, a Dementia UK collection bucket, lid and seal

My collection box/tin/bucket is full, what do I do now?

Open your box/tin/bucket in a safe place and count up the cash with another person (preferably someone unrelated to you). Bank the cash as soon as possible into your own account, and then pay it in to Dementia UK by cheque, by card over the phone, on our website or by bank transfer. You must pay the full amount into Dementia UK without taking any expenses, unless these have been agreed beforehand.

If you would like to use your collection tin or bucket again you will need to reseal it. Please get in touch and we will send you some more seals.

If you are not going to use your collection tin or bucket again please send it back to us so we can save the charity money by sending it to another supporter. Our address is: 7th floor, Dementia UK, One Aldgate, LONDON EC3N 1RE (please get in touch to if you would like to request our Freepost address).

Get in touch with the Dementia UK fundraising team

Email: fundraising@dementiauk.org

Phone: 020 8036 5440