



## **Dementia UK Static Collection Tin Guidelines 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 Code of Fundraising Practice. Please read these guidelines and sign the agreement – thank you.

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### **When would I use a static collection tin?**

A static collection tin is to be used when your collection tin is staying in one place, such as on the counter of a shop, pub, or reception area. The tin has a chain which can be used to secure the tin to the counter.

### **When would I not use a static collection tin?**

You would not use this type of tin for a street collection or at events. If you would like a collection tin or bucket for these activities please get in touch with the fundraising team by emailing [fundraising@dementiauk.org](mailto:fundraising@dementiauk.org) or calling 020 8036 5440.

### **What do I need to do before I use a static collection tin?**

1. Get in touch with the fundraising team to request a letter of authority. It is a legal requirement for you to have this letter before you approach any organisation where you would like to place a tin
2. Approach the organisation(s) where you would like to place a collection tin. You may need to show ID, so we recommend you take this with you
3. Get permission from the site owner or person with authority for you to hold a static collection on the site. It is a legal requirement that the permission is in writing – permission forms are attached to these guidelines, or they can send their permission by email
4. Get in touch with the fundraising team to let us know where the tin will be placed and send us the written permission from the site. We can then send you the collection tin(s), coin insert(s) and seals. You cannot use a non-Dementia UK tin or a tin without seals

### **What do I need to do when I receive the static collection tin?**

1. Take your collection tin to the site where it will be placed and secure it to a visible surface with the chain
2. Arrange a date to go and check on or collect the tin. Please check on your tin regularly, at least quarterly, as it is important that funds intended for the charity are banked
3. Make it clear to the site owner or person with authority that if the tin is lost or stolen, or if they wish to end the collection, they need to contact you (preferably in writing)

### **What do I need to do when the static collection tin is full?**

1. Collect your tin\*, empty it and count up the cash. To count the funds raised securely, you must:
  - a. Count the cash in a safe place
  - b. Count and record it with another person who is unrelated to you if possible
  - c. Place the donations in a sealed container



2. Bank the cash as soon as possible (if you do not bank it immediately you must put it in a secure place), 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 in to Dementia UK without taking any expenses, unless these have been agreed beforehand
3. If you would like to use your tin again please get in touch so we can send you some more seals
4. If you are not going to use your tin again please return it as we are always keen to reuse tins to save the charity money

7<sup>th</sup> floor  
Dementia UK  
One Aldgate  
LONDON  
EC3N 1RE

(Please get in touch if you would like to request our Freepost address)

\* If you would like to ask someone else to collect the tin on your behalf they will need a letter of authority. Please get in touch so we can provide you with one.

#### **Static collection tin checklist**

- ✓ I have a letter of authority from Dementia UK
- ✓ I have written permission from the site owner or person with authority
- ✓ I have let Dementia UK know where the tin will be placed, and have received the static collection tin, coin insert and seals
- ✓ My collection tin is sealed and secured on a visible surface
- ✓ The site has my contact details so they can contact me if the collection tin is full, lost or stolen, or if they want to end the collection
- ✓ I have arranged a date when I will go and check on my collection tin
- ✓ I have arranged a date when I will go back and collect the collection tin and pay the money in to Dementia UK

#### **Get in touch with the Dementia UK community fundraising team**

Email: [fundraising@dementiauk.org](mailto:fundraising@dementiauk.org)

Phone: 020 8036 5440



## Static collection tin agreement

Please sign and return by post to:

Dementia UK  
7<sup>th</sup> floor  
One Aldgate  
LONDON  
EC3N 1RE

Or email to: [fundraising@dementiauk.org](mailto:fundraising@dementiauk.org)

Name:

Address:

Phone:

Email:

I have read and understood Dementia UK's Static Collection Tin Guidelines

I agree to abide by Dementia UK's Static Collection Tin Guidelines

Signature:

Date:



**Permission slip for static collection tin placement**

***I hereby give permission for a Dementia UK collection tin(s) to be placed at:***

Organisation name:

Address:

Name:

Position:

Signature:

Date:

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*(To be completed by the person placing the tin)*

Name and address:

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**Permission slip for static collection tin placement**

***I hereby give permission for a Dementia UK collection tin(s) to be placed at:***

Organisation name:

Address:

Name:

Position:

Signature:

Date:

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*(To be completed by the person placing the tin)*

Name and address:



**Receipt for collection tin monies raised**

Box number(s):

Organisation name:

Amount raised:

Issued by:

Signature:

Date:

**Many thanks for your support of Dementia UK**

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**Receipt for collection tin monies raised**

Box number(s):

Organisation name:

Amount raised:

Issued by:

Signature:

Date:

**Many thanks for your support of Dementia UK**