

# GUIDELINES ON THE USE OF COLLECTING TINS/BUCKETS



In accordance with Charity Law, there are different legal requirements depending on the type of collection you are planning. Please read the relevant guidelines – **thank you**.

## Street and house-to-house collections

For these types of collections you must obtain a licence from your local authority. It is important to apply for this at least a month before your collection to avoid disappointment.

Please note that no-one under the age of 16 (18 in London) may act as a collector on street or house-to-house collections.



## Static collections and collections in a local venue

If you are placing a collection tin or holding a collection in a local shop/library/sports centre or a local venue you will need to obtain the written permission from the manager.

If the collecting tin is static, it is important to check on the collecting tin (on at least three monthly intervals) to ensure that it is in good condition, securely kept and to empty its contents if necessary. Make sure that you leave your contact details so that you can be contacted immediately if the tin goes missing or needs emptying.

We will supply you with a certificate of authorisation lasting for six months. If you wish to continue collecting at that location after the initial six months, please send in any money collected so far and ask for a new certificate of authorisation and seals.



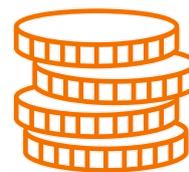
## General points to note

- You must only use official Brooke collecting tins/buckets with un-broken seals.
- Please contact us well in advance of your collection to ensure that you receive your tins/buckets in time and any other fundraising materials.
- If the tin/bucket is lost or stolen, or you believe the contents are being pilfered or interfered with in any way, please contact us immediately and in writing and report it to your local police as soon as possible.
- **Conduct:** Collectors should at all times undertake their work in a courteous and ethical manner which will maintain the high standing of Brooke and which in no way places undue pressure on potential site holders or donors to participate in collections.



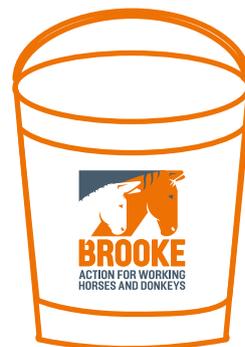
## Money matters

The sealed collecting tins/buckets should be taken by the collection organiser to a secure location, such as your home. Please take someone along with you if you are picking the box up from a public location. Collecting tins/buckets must be opened and counted in the presence of the collecting tin witness. A collecting tin/bucket witness is a nominated person who has agreed to be present when the collecting tin/bucket is opened and counted. They can then verify the amount collected.



## Returning tins and buckets

Please return your empty tin(s) / bucket(s) with the enclosed paying in form and the money you have raised.



## Paying in form

Please count up the money and record the amount along with the collecting tin number and your details on your paying in form.

Please then send a cheque for the full amount raised, along with a collecting box reply slip to:

**Brooke, 2nd Floor, The Hallmark Building, 52-56 Leadenhall Street, London, EC3A 2BJ**

Please do not enclose any cash in the post.

You can also call us on **020 7470 9393** to pay in the amount you've collected using a credit or debit card.

After we have received the money we will send you a letter of thanks. If you would like an extra letter sent to the venue where the box was held please do let us know.



# Good luck with your collecting and thank you for your support!

**T: 020 7470 9393** [www.thebrooke.org](http://www.thebrooke.org)

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