

SANDS COLLECTING TIN & BUCKET REQUEST FORM

Please complete in **BLOCK** capitals

Name											
Address											
Telephone (Day)											
Telephone (Eve)											
Email											
Number of Branded Collection Tins Required*		*How long do you envisage requiring the tin(s) for?									
Number of Branded Collection Buckets Required											
For what reason is/are the tin(s) required? <i>Please provide as much information as possible.</i>											
			Date Required By								
When is/are the tin(s) to be located? <i>Please provide as much information as possible.</i>											
Has permission been sought?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Has permission been granted?								
			Yes <input type="checkbox"/>								
			No <input type="checkbox"/>								
Full name of the person who will be responsible for the tin(s) (i.e. the person who will open the tin and send the money to Sands).											
Please supply full contact details including address, postcode, contact day and evening telephone numbers (one must be a landline) if this person is different to the person requesting the tins (as detailed above).											

For office use only

Number(s) on tin(s) issued		Number(s) on bucket(s) issued	
Date of issue/dispatch:		Initials:	

Please Return your completed form to:
Maria Smith, Sands Fundraising & Events, 50 Mopsies Road, Basildon. Essex SS14 1GA

**Supporting anyone affected by the death of a baby
 and promoting research to reduce the loss of babies' lives**



Collecting Tins Information

Collections are a great way of raising awareness about Sands as well as raising much needed funds. Please take a moment to read the following legal requirements and also what we feel to be best practice relating to the use of collecting boxes.

In brief if you intend to organise a street collection (i.e. collect in your town centre) you need a licence from the police and/or Local Authority. For collecting within the premises of supermarkets, public houses, etc. you need to obtain permission from the owner or manager. It is illegal for anyone under the age of 16 to collect.

Legal Requirements for Public Collections

1. Guidelines ('Model Regulations') for street collections contained in a Schedule to Charitable Collections (Transitional Provision) Order 1974 have been adopted with minor variations, by the Metropolitan and City Districts of London, and all other District Councils. The House-to-House Collections Act, 1939, and the House-to-House Regulations, 1947, apply nationally, with some variations in Scotland. Copies of relevant laws and regulations should be available from the respective authorities above and fundraisers are advised to be familiar with them. Applications for permission to hold street and house-to-house collections should be made to the local Town Hall or in the Metropolitan district of London to the Metropolitan Police. **Please Note:** At present Sands *do not* authorise fundraisers to organise house to house collections.

2. The guidelines require amongst other things that for public collections all boxes shall be properly labelled, numbered and sealed.

3. All boxes shall display prominently the title of the charity or fund which is to benefit, and bear a number held in a register by the promoters licensed to hold the collection.

4. No person may assist or take part in any collection unless in possession of written authority which should be available for inspection on request by a police officer.

Static Collecting Tins

Boxes left in shops, pubs, hospitals, schools, clubs, etc. should still comply with points 2 and 3 above. You must obtain the permission of the owner/manager before leaving the tin. Make sure Sands has the address of where the tin is left as legally the charity must keep a record of all tins. In addition, a contact telephone number (at least) should be shown of an office/person authorised to arrange the prompt emptying of the box. Boxes should be emptied regularly, at least every six months, and preferably in the presence of the box-holder; if this is not possible then in the presence of two other people. Authority and identification should be shown, and the box-holder given a receipt. Have a spare tin so that you can leave a replacement straight away to save you doing two journeys.

Boxes used in public places should be made of a suitable, durable material and be tamper-evident. Boxes specifically designed for home use should not be used in public places. Box seals should be checked and any sign of tampering should be reported to the authorised promoters of the collection. On no account should any attempt be made to re-use seals.

Organising a Collection without a Licence

For example, in a public house, in the car park of a supermarket, in a school or on private land. It is always necessary to obtain permission from the owner of the land and it is a good idea to get this in writing so you have proof of your permission if challenged. It is worth writing to your local supermarkets asking whether they grant permits for collections at their shop and if so whether Sands might be considered for one of those permits. Make sure you check to see how many collectors are allowed at any one time and try to get as many friends or local supporters as possible to help you – it's so much nicer to be able to divide the day up between a number of you. You could also approach other big stores such as DIY stores and local sports grounds for a match day collection.

With a Licence

A licence must always be obtained for collecting on the public highway i.e. street collections. The licence is obtained from either the police or the Town Council. Sands will issue you with a 'Collectors Certificate of Authority' along with any collecting tins or fundraising materials you need for your collection. You will need one certificate for each person helping with the collection. At the end of the collection the certificates must be returned to Sands to be destroyed. Please be aware that you must allow yourself plenty of time (at least one calendar month minimum) from the point of your request for us to arrange things and provide you with all you need.

Opening and Sealing of Collecting Boxes

The law requires that boxes used in public places are properly sealed, but it is also in the interest of everyone involved in fundraising that public trust in the good reputation of voluntary giving is maintained. The public is entitled not only to see that the law is complied with in the case of public collections, but also to see that all boxes are secured, and that wherever and for whatever purposes they are used this is accurately advised. For security reasons, boxes are not designed to be easy to open, but they are made of extremely tough material which is unlikely to be damaged by firm and positive action in following these instructions to open a box:

- slit ring seal all round the edge of plug (broken line indicates where to cut).
- insert a suitable strong lever i.e. wide-blade screwdriver, in the gap at the edge of plug
- push down lever towards the under body of the plug and lever plug upwards - resistance will be encountered but the plug will pop out. Do not insert the lever into the funnel or slot
- after removing the contents, press plug back into hole
- apply new ring seal; fill in the identity sticker and stick in a visible place to the side of the box

Each Sands tin will come to you with a number on. Please add a contact name and telephone number (minimum) so that the site holder has a way of contacting someone to get the box emptied or if there is a problem. Please ensure you keep your own record of when and where these boxes are positioned. You are required to advise us if any position is changed so we can update our records. At times members of the public may call us to enquire about the authenticity of one of our tins and so we need to be aware of where are tins are located.

Counting the Money

Always have two people present for opening the tins and counting the money. Count each box individually so that you can let each helper know how much s/he has managed to collect. If you are organising a public collection and have received your licence, you were probably given a form to fill in regarding the money collected. This should be filled in as soon as possible after counting the money and returned to the appropriate address. Check the form carefully before posting as Sands staff may need to sign it. A cheque for the proceeds should be returned to Sands within 28 days of a collection. We will let you know when the money has arrived safely by sending an acknowledgement of the amount raised.

If you have any questions please contact the Sands Fundraising & Events Department on 0845 6520 448 or email fundraising@uk-sands.org.

**Supporting anyone affected by the death of a baby
and promoting research to reduce the loss of babies' lives**

Charity Registration Number 299679 Company Limited by Guarantee Number 2212082

