



RESEARCH
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COLLECTION CAN & BUCKET FUNDRAISING INSTRUCTIONS

Whatever fundraising activity you are doing, on behalf of everyone at the Bone Cancer Research Trust and more importantly, the patients and families who will benefit from your fundraising efforts, thank you!

We hope you have a great time and lots of fun at your fundraising event, to make sure it is as effective as possible and conducted correctly, please find below some guidance.

THINGS TO REMEMBER

There are many different forms of charitable collections, and all have different rules associated with them. Some of the most common are:

- Street collections - If you are holding a collection in the street, you will need to obtain a licence, either from your local authority, or if in greater London, the Metropolitan Police
- Private collections - If your collection is still open to the public, but being held on private property such as within a shopping centre or rail station, you must obtain permission from the landowner or manager
- Static collection boxes - Boxes must be secure and tamper proof. You do not need a licence to place these in a shop or business, just permission from the business owner
- House-to-house collections - Licences must be obtained from the relevant local authority or Metropolitan Police

ARE YOU ALLOWED TO RATTLE A FUNDRAISING CAN OR BUCKET?

While regulations do not directly state that you cannot 'rattle your tin', the Metropolitan Police's guidance states that:

No collection shall be in such a manner as to cause, or be likely to cause, danger, obstruction, inconvenience or annoyance to any person.





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WHEN YOU HAVE COMPLETED YOUR FUNDRAISING EVENT

Well done and congratulations! The following steps will help you make sure the money you have raised is put to use against primary bone cancer as quickly as possible.

COUNT THE MONEY RAISED

1. Gather together all the money you have raised
2. Count the money with another person present (witness)
3. Separate coins and notes into coin bags
4. Please complete and sign the Cash Collection Form (the witness should also sign)

LET US KNOW HOW MUCH YOU RAISED

Please contact us and let us know how much you have raised.

PAYING IT INTO THE BANK AS SOON AS POSSIBLE

Please take the counted money to your local bank as soon as possible and ask for the payment to be sent to:

Bone Cancer Research Trust
Sort Code: 30-98-93
Account Number: 63948768

Please remember: To include your full name as the payment reference (e.g. Joe Bloggs so that we know the money has come from you) and ask the bank for a deposit receipt.

WHAT DO I DO WITH MY CAN OR BUCKET AFTER MY EVENT?

When you're done, simply pack everything up together and send it back to us at:

Bone Cancer Research Trust
10 Feast Field
Horsforth
Leeds
LS18 4TJ

(You may be able to recycle the packaging we used to send it to you)

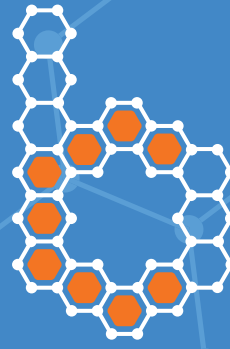
If you have any questions about returning your cans or buckets to us, please get in touch.

THANK YOU



Charitable Incorporated Organisation (CIO) Number - 1159590

CASH COLLECTION FORM



**BONE
CANCER**
RESEARCH TRUST
UNTIL THERE'S A CURE

COLLECTOR

Name _____

Address _____

Postcode _____ Telephone _____

WITNESS

Name _____

Address _____

Postcode _____ Telephone _____

DATE COLLECTION TIN WAS OPENED: _____

DATE DONATIONS WERE BANKED: _____

BANK WHERE DEPOSIT WAS MADE: _____

TOTAL BANKED: _____

Date _____ Signature of Collector _____

Date _____ Signature of Witness _____

THANK YOU