

Collection Tin and Buckets - Useful Information

Thank you so much for offering to raise funds using DEBRA's collection tins/buckets. You are not only helping to raise valuable funds for DEBRA, but also raising awareness of our work, thank you.

Please ensure that the tin/bucket is always kept safely – this means that it is ideally secured to a non-movable object using the metal chain provided (tins) and/or it is kept securely when there is nobody around to monitor it. Sadly, collection tins are often a target for thieves, so we need to ensure we all do everything possible to keep the money donated secure.

There are legal and financial requirements in relation to collection tins/buckets and this document helps to ensure that we are fully compliant.

When you get your collection tin/bucket

It is a legal requirement that all collection boxes/buckets/tins must be issued from DEBRA's Head Office with a number allocated to them.

The collection tin/bucket must be sealed when you receive it and we ask that you complete, sign and return the 'Receipt of collection tin/bucket' form below to ensure that we have all the information required, thank you. Once complete please post to Bracknell head office or email to fundraising@debra.org.uk

If you receive a collection tin/bucket that is not sealed or require more seals please call 01344 771961 or email fundraising@debra.org.uk

When your collection tin/bucket is full

The collection tin/bucket must be opened and the contents counted in the presence of two people. Both must sign the form to witness the amount collected. This form must then be returned to Head Office either by post or email income.team@debra.org.uk

We ask that you bank the monies yourself at any branch of HSBC or pay into your own account and transfer the monies to the DEBRA account

Account name: DEBRA

Sort code 40-18-46

Account number 41132547

Please put your name and supporter number in the reference box.

Please can you email income.team@debra.org.uk to confirm that you have paid the monies in so that we can tie up your donation on our bank statement, thank you

Please note that we are not able to collect the collection tins for banking, you will need to bank them yourself.

The amount collected will be recorded at Head Office and a new seal issued which must be affixed to the box/bucket/tin before any money is collected.

In the event of a collecting box/bucket/tin being stolen please inform the fundraising team asap on 01344 771961

Receipt of collection tin/bucket form

Name of supporter	
Supporter Number	
Collection tin/bucket number(s) (you can find the seal number on the base of the tin or lid of the bucket)	
Date received	
Sign to confirm all sealed when received and that you are aware that you will need to count the monies with a witness and bank the monies, we are unable to provide a collection tin pick up service	
Location of tins/buckets	
Tin/bucket number	Location (address and shop name)

Please return this form by post or email fundraising@debra.org.uk

Collection tin/bucket banking form (please use a separate form for each tin/bucket and bank any other monies separately)

Seal Number _____ (On base of collection tin or top of bucket)

Name _____ Supporter Number _____

Address _____

Telephone Number _____

Email Address _____

Location of Collection Box if different from address above

Date _____

Opened & counted by (name & signature) _____

In the presence of (name & signature) _____

Amount _____ Date Banked _____

We respect your privacy and will not pass your details on to any third party without your permission. Full details of DEBRA's Privacy Policy can be found at www.debra.org.uk/privacy

Please select your preferred contact methods if you would like to hear about news, campaigns and fundraising activities from DEBRA:

☐ Yes please, I'd like to hear from you by email

You can unsubscribe at any time using the unsubscribe button in the footer of our emails, calling us on 01344 771961, or sending an email to debra@debra.org.uk

Please return this form by post or email income.team@debra.org.uk