

# Collection Tins: Request form and agreement

Collection tins can be a great tool for fundraising if you are holding a fundraising event or having a static collection in a public place like a bar or shop. It is important for Momentum Children's Charity, and the volunteers and supporters who represent us, to carry out collections with the highest standards and comply with the Fundraising Code of Practice.

Please read, complete and return this form to the Momentum Children's Charity, 11a Creek Road, East Molesey, Surrey, KT8 9BE or email a scanned copy to [info@momentumcharity.org](mailto:info@momentumcharity.org)

## 1. Collector details

Full name: \_\_\_\_\_

Full postal address: \_\_\_\_\_

Contact number: \_\_\_\_\_ Email: \_\_\_\_\_

## 2. Collection details

Please select the type of collection you will be holding:

- A) Public area collection e.g. street collection (permission needed from local authority) ☐
- B) Private venue collection, e.g. in a pub during a fundraising event or at a supermarket (permission needed from venue) ☐
- C) Static collection, e.g. shop or bar counter collection day ☐

Date(s) of collection: \_\_\_\_\_ Duration of collection: \_\_\_\_\_

Location of collection: \_\_\_\_\_

Number of tins required: \_\_\_\_\_

### 3. Terms and conditions

- Permission for a collection must be granted from the appropriate persons. If the collection tin is for use in a private property, permission should be granted from the property owner. If the collection tin is for use in a public place, the local authority must be contacted.
- All collectors must be aged 18 or over.
- Any donations collected must be donated to Momentum Children's Charity, registered charity number 1195373.
- All donations collected must be submitted in full to Momentum Children's Charity. No deductions made for expenses or fees can be made.
- Momentum Children's Charity collection tins/buckets must only be used with unbroken seals.
- If the tin/bucket is lost or stolen, or you believe the contents are being pilfered or interfered with in any way, you must contact Momentum Children's Charity immediately and report it to your local police as soon as possible.
- If the tin is going to be unattended at any time, the attached chain should be used to secure it.
- Collectors should undertake their work in a courteous and ethical manner which maintains the high standing of Momentum Children's Charity and which places no undue pressure on potential site holders or donors to participate in collections.
- Please contact Momentum Children's Charity when your collection tin is full, who will arrange for it to be collected (and replaced if necessary).

### 4. Declaration (please tick the box below)

- ☐ I have read and understood the terms and conditions above and agree to abide by the statutory Laws regarding the Collection of Monies for the charitable purposes of Momentum Children's Charity.

Signed:\_\_\_\_\_Date:\_\_\_\_\_