

Cash handling and fundraising guidance for volunteers

As a charity, Lymphoma Action relies on voluntary donations to help deliver our work. We are extremely grateful to all our wonderful supporters and volunteers who give their time to raise money which helps make sure that no one has to face lymphoma alone. Thank you!

This guide complements your volunteer induction and role-specific information. It's here to help you feel confident and supported when handling cash and facilitating, supporting or organising fundraising in your volunteer role. Pages 1-3 cover our general fundraising and cash handling information, the later pages share information for specific fundraising activities, for example how to organise a raffle or a collection day.

It's important that you follow our guidance at all times for your own safety and to protect the money you raise or collect in support of Lymphoma Action.

Always discuss the fundraising activities you'd like to do in your volunteer role with your staff contact, before carrying them out. Your staff contact and the Fundraising Team can provide further help and support, top tips and resources to help you in your fundraising, particularly around safety and security. You can contact the team by emailing fundraising@lymphoma-action.org.uk or by phone on 01296 619419.

General fundraising information

- When carrying out any fundraising, you'll need to be absolutely clear that the money is being raised in support of Lymphoma Action and share how the charity will benefit from any donations received.
- Please clearly display our logo and charity number on all promotional materials: England and Wales (1068395) and in Scotland (SC045850). The fundraising team have lots of resources you can use which already have all this information on.
- It's important that Lymphoma Action volunteers do not take part in, or organise fundraising for any other charity or cause during your volunteering activities. If you wish to do so, this must be done outside of your Lymphoma Action volunteer role and activities.
- If a business or organisation speaks with you about charity of the year partnerships, donating money or taking part in fundraising in support of Lymphoma Action, please signpost them directly to the Fundraising Team. This is so the business or organisation can be supported through our corporate partnerships scheme and that the Fundraising Team can make sure there are no conflicts of interest.

Gift aid allows charities to claim tax back on individual donations from UK tax payers. If anyone wishes to make an individual donation towards your fundraising activity, you can ask them to fill in a [gift aid form](#) and send it back to Lymphoma Action.

Fundraising includes applying for a grant from a trust, foundation, local authority or another charity, which must be completed by a Lymphoma Action staff member – volunteers are not authorised to do so on our behalf. Many trusts and foundations are linked and a small application from a local volunteer could have a big impact on a centrally organised large application. If you identify an opportunity to apply for a grant, or there is a local project you wish to see developed, discuss this with your staff contact.

Cash and cheque handling information

If you wish to carry out a collection, or you'll be collecting money at your event, the Fundraising Team will supply you with either a branded collection tin or bucket. These will be sealed and should only be opened to count up the money raised by the volunteer who is responsible for the fundraising activity, along with another unrelated, responsible person. Money in these tins should not be used to purchase any items or pay event expenses, as these should be claimed separately as per the [Expenses policy](#).

- You must let the Fundraising Team and your staff contact know if you're expecting to raise a large amount of cash at your event before the event takes place, particularly if you are expecting to raise over £1000. We'll help you plan how to safely and securely handle the money.
- Cash and cheques should ideally be counted and banked the same day, or at the very least within two working days. If they cannot be banked the same day, it should be stored in a secure place such as a safe, locked drawer or filing cabinet until it can be banked.
- Cash and cheques must never be left unattended at a fundraising activity - ideally two volunteers should stay with and be responsible for the cash at all times.
- Cash should be bagged by denomination in suitable money bags (available for free from banks and post offices).
- No person under the age of 18 is allowed to handle or count any cash/cheques, or be given any responsibility for it.
- All cash received should be entered onto our [cash collection form](#), which should be signed by those involved. Once the money has been banked, return the form to Lymphoma Action via post or email to your staff contact. Please remember to include any relevant gift aid or sponsor forms.
- Please refer to the '[sending your money back to Lymphoma Action](#)' section in this guide.

Safety and security

- If you're expecting to raise a large amount of cash at your event, you must let the Fundraising Team and your staff contact know beforehand. We encourage you to count and securely store the money in intervals during the event to prevent large amounts of cash from building up.
- For your own safety, a secure area away from any public space must be identified in advance to count up the cash and cheques. If this is not possible, please do so away from all other activity happening at the event.
- Before the event, consider how you are going to pay the money in and do not put yourself at any risk when transporting it, including injury (coins are heavy and may require several people to carry them).
- Where possible, no one should be left to carry the money by themselves after an activity. Make sure you conceal all cash and collection items in a concealed bag, for example a rucksack. If travelling by car make sure you store everything out of sight; if travelling by public transport do not leave the concealed bags with the cash and collection items unattended at any time.
- In the unlikely circumstance you are challenged whilst handling cash, we urge you to hand over the money without any resistance and never put yourself in any danger. Report the theft to police immediately and get in touch with your staff contact straight away.

Keeping it safe and legal

Lymphoma Action's volunteering policies and procedures, as discussed in your induction, must be followed when you are carrying out all fundraising activities, alongside this guidance. This includes checking with your staff contact that appropriate insurance and risk assessments are in place for your activity. We have example risk assessment templates for fundraising events.

Please note Lymphoma Action can only provide insurance for funds raised by volunteers up to £1000, so if you are expecting to raise over this amount, please speak with the Fundraising Team so we can discuss additional insurance cover, as well as the arrangements for handling this amount of money.

If you are selling food items as part of your fundraising, it is now a legal requirement to state whether there are nuts or other ingredients that may cause allergies in the produce. A simple way to do this is to put up a sign which states that anyone with food allergies should not purchase any of the food items as you cannot guarantee the ingredients.

Sending money back to Lymphoma Action

There are various ways to pay in money. (If you have sponsorship forms or Gift Aid envelopes please remember to send them in along with your [cash collection form](#).)

- We recommend paying the cash directly into our bank account. Please ask us for a CAF paying in slip and then take the collection to your nearest HSBC bank.
- **Donate by post**
Please send a cheque (do not send cash) made payable to Lymphoma Action and your cash collection form to: Lymphoma Action, 3 Cromwell Court, New Street, Aylesbury, HP20 2PB.
Please also include your contact details and how you raised the money.
- **Donate by card**
Call us on 01296 619419 to pay by debit or credit card over the phone.
- **Donate online**
Visit www.lymphoma-action.org.uk/donate to make an online payment.
- **Make a BACS transfer:**
Bank name: **Charities Aid Foundation (CAF) Bank**
Account Name: **Lymphoma Action**
Account Number: **00 00 00 72**
Sort Code: **40-52-40**

Please use your name as a reference so we can track the donation. And don't forget to call the Fundraising Team on 01296 619419 to inform us of your donation.

Specific fundraising activity information

Please follow our general fundraising and cash handling information in this guide along with the specific information detailed in this section.

Cheque collection

If you are collecting a cheque on behalf of Lymphoma Action by request of your staff contact or the Fundraising Team, please send or bank the cheque as soon as possible after the event, ideally the same day or within at least two working days.

- Bank the cheque using a CAF paying in slip and then take to your nearest HSBC bank. We can provide you with a paying in slip before you go to collect the cheque.
- Or send the cheque in the post to Lymphoma Action.
(See '**sending your money back to Lymphoma Action**' section).
- Always inform your staff contact when you have banked or posted the cheque.

Raffles

Raffles have strict legal requirements.

- If you are holding a raffle on the day of the event (i.e. not selling tickets in advance) and you are drawing the raffle that same day, then you will be able to use general raffle tickets known as cloakroom tickets. These can be bought at most stationary or chain stores such as Tesco or Wilko's.
- You'll need to source a number of exciting prizes to get people's interest when you ask them to buy tickets. We can provide you with a raffle letter for any supermarkets or shops you are approaching.

No licence is required as long as you follow these guidelines when running a raffle:

- Ticket sales and announcing the winners **must** only take place during the event itself.
- No cash prizes are allowed (although vouchers are fine).
- All tickets must be sold at the same price, i.e. you cannot sell five £1 tickets for £4.
- No tickets should be brought or sold by children under the age of 16.

If you wish to hold a raffle and sell tickets in advance of your activity, you must contact the Fundraising Team so that all legal requirements can be discussed. Selling tickets in advance of an event means that the tickets must be specially printed and a gambling licence may be necessary.

Tombolas

As these take place on the day of the activity, no license is required. Here are some top tips for running a tombola:

- Choose the lucky numbers – most people choose 5 or 0 or both.
- Tear one single ticket 5 or 0 from the sheet of raffle tickets to stick on your tombola prize and the other one goes in the tombola draw box or bucket.
- Use all of the remaining tickets from the sheet for the tombola draw, as this give people a 1 in 9 chance of winning, maximising the profit and using all of the tickets.
- Don't number up the prizes until they are all laid out on the table so you can easily find a prize when the winning tickets are pulled out. If you label them at home and then transport them, you risk spending longer sorting them out when you arrive at the venue.

Collection tins in local shops

If you are looking to place collection tins in local shops or stores, please speak with your staff contact or the Fundraising Team to order the tins and so that we can record where the tins are being placed.

- You'll need to get permission to leave the collection tins, usually from the owner of the business or manager. In some instances, they may ask for identification to prove you are representing Lymphoma Action, so wear your volunteer ID badge and we can also provide a confirmation letter. If they ask for a contact number to call if the tin is getting full, please provide the Fundraising Team's: 01296 619419.
- You'll need to make sure the collection tin is securely placed in the shop. The fundraising team can provide chains where necessary.
- Please make a record of all the locations you place collection tins and send the details to your staff contact.
- We suggest you check in with each location at least every 4-6 months. This includes replacing the current collection tin with a new one (if they wish) and counting up any money collected.
- Please take the old collection tins home and ensure they are clean and display Lymphoma Action's information. The Fundraising Team can supply you with new stickers to reseal the tins when replacing them.

Public or private collections

Before your collection:

- If you are holding a collection in a public space for example, your town centre, you'll need a licence from your local authority to collect. **It is illegal to collect without one.**
- Please contact the Fundraising Team before you approach your local authority for a licence.
- If you are holding a private collection on private premises (for example community halls, train stations, supermarkets, shopping centres) you'll need permission from the organisation, manager or owner of the premises before collecting, but you **won't** need a local authority licence.
- Arranging a collection may take a little longer to organise than other activities due to seeking permission, so we suggest speaking with your staff contact and the Fundraising Team at least 6 weeks beforehand.
- Contact the Fundraising Team if you need any collection resources such as tins, bucket lids, balloons and stickers. We can provide a letter confirming you are collecting in support of the charity.

Please be mindful that you may be standing on your feet or walking around most of the time, depending on the activity. Do consider rest breaks, how long you and the other volunteers can take part for and if you have suitable cover throughout the collection time. You must have at least two volunteers responsible for the cash and collection tins/buckets at all times.

Top Tip

Create a rota and ask volunteers to choose when they can take part by selecting a time slot. This will help make sure you have enough help throughout the collection and volunteers aren't on their feet for long periods of time. Two hours sessions are often a good starting point.

During your collection:

- Please wear your volunteer ID badge, as it's required to be clearly visible and worn at all times when you are collecting. If you have not been provided with one, please speak with your staff contact.
- Buckets and collections tins can get very heavy when they are full. We recommend having a couple of spare tins so if any do get too heavy, you can use another one. Please remember you must securely store the full tins/buckets when not in use.
- Never leave any buckets or tins unattended. If you need a refreshment or toilet break, make sure there is another volunteer to cover you.

Major supermarket collection requirements

- **Aldi** – Applications to hold a collection are made in store to the store manager.
- **Asda** – Ask to speak to the Community Champion at the Customer Services Desk in store. You can also apply for their green token scheme.
- **Lidl** – Applications can be made by emailing customer.services@lidl.co.uk and attaching a letter of authorisation from Lymphoma Action. You'll receive a reply from Lidl head office. If you are successful, you will need to take this reply and a copy of the letter of authorisation with you to the store.
- **Marks and Spencer** – Applications to collect or take part in bag packing are made in store to the store manager.
- **Morrison's** – Applications to hold a collection are made in store to the store manager.
- **Sainsbury's** – Telephone your local store for information.
- **Tesco Extra and Superstores** – Applications to collect go through their head office. We have a collections account so please contact us directly to collect in one of these stores.
- **Tesco Express and Metro** – Application to be made in store to the store manager.
- **Waitrose** – Ask to speak to the Community Champion at the Customer Services Desk in store. You can also apply for their Community Matters token scheme.
- **The Co-Operative** – Applications to hold a collection are made in store to the store manager.

Please note even when you apply in store they might need to talk to us direct, so please give them the following contact details fundraising@lymphoma-action.org.uk ; 01296619400.

Collecting money during other volunteering activities

If you are organising a volunteering activity and would like to collect money in support of Lymphoma Action at this event, for example displaying a collection tin on an awareness stand, please confirm with the organisers' (or your staff contact) that you are able to do so. In some instances, the event may be organised by another charity or organisation who are raising money for their own cause, but it's a good opportunity for Lymphoma Action to have a presence to raise awareness.

- If you are able to fundraise, let us know if you need a collection tin or box.
- You'll need to replace the seal of the collection tin for every activity you do, as it will be broken when you open it up to count up the money. These are available from the Fundraising Team.