

Briefing sheet for co-ordinating collection tins

Every year local shops raise around £1000 from placing collection tins on their counters in support of Lymphoma Action.

We would like to raise even more money and awareness of lymphoma and our services, by growing the number of collection tins placed in local communities across the UK.

What's involved

Firstly, you will always need to speak with your staff contact before getting started.

As well as offering support and providing you with the branded collection tins, they will speak with the Fundraising Team who record where each tin is placed across the UK. There may already be collection tins in local shops in your community.

Make a list of the venues, shops and businesses you would like to approach. You may already have connections yourself, or through your family or friends. We can provide you with template emails, letters or wording to use.

Then it's time to co-ordinate the placement and ongoing collection and counting of the money that is raised.

Your staff contact and the Fundraising Team can provide further help and support, top tips and resources to help you in all aspects of your fundraising.

What you need to know

- You will usually be carrying out this activity on your own, so please refer to our [lone working policy](#).
- Co-ordinating collection tins and counting money should only be carried out by a Lymphoma Action volunteer.
- You will need permission to leave a tin, usually from the owner or manager.
- In some instances, they may ask for identification to prove you are representing Lymphoma Action, and we can provide you with a confirmation letter that authorises you to do so.
- We will provide you with collection tins and seals to make sure the tins are securely placed on the counter.
- Please keep your own record of when and where you place tins so that you can check-in and revisit. We suggest doing so at least every 4-6 months.
- Local shops and businesses may never have heard of lymphoma or the Charity before, so we recommend taking some information leaflets with you, which your staff contact can provide.
- If you can no longer carry out the ongoing co-ordination and collection of tins you've placed, please let your staff contact know as soon as possible.

Additional information to read [here](#):

- Cash handling and fundraising
- Health, safety and wellbeing
- Personal safety checklist
- Sharing information responsibly

Sending your money to Lymphoma Action

There are various ways to pay in money that you have collected. We have a [cash collection form](#) for you to use to count and record monies.

Make a BACS transfer

- Bank name: NatWest
Account Name: Lymphoma Action
Account Number: 58471448
Sort Code: 60-01-31
- Please use your name as a reference so we can track the donation, and contact the Fundraising Team to inform us of your donation.

Donate by post

- Please send a cheque (**do not send cash**) made payable to Lymphoma Action and your cash collection form to: Lymphoma Action, Unit 3, Bell Business Park, Smeaton Close, Aylesbury HP19 8JR.
- Please also include your contact details so that we can reference the cheque.



fundraising@lymphoma-action.org.uk



01296 619419

Safety and security

We have listed a number of things below that you will need to consider before, during and after you collect and count up the money raised. Refer to our [personal safety checklist for volunteers](#) too.

- We recommend counting and paying in the money on the same day.
- When counting the money, you must always find a secure area away from any public space. You may wish/have to take the collection tin home if there is no private space available.
- Never leave the tins unattended.
- 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.
- Do not put yourself at any risk when transporting money, including injury (coins can be heavy).
- 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 bags with the cash and collection items unattended at any time.
- Always let the Fundraising Team or your staff contact know if you have any questions or concerns, and we'd be happy to discuss these with you.