

Supporting LANCASHIRE WOMEN



Collection tin request form

Collection tins can be a great tool for fundraising if you are holding a public fundraising day or having a static collection in a public place like a bar or shop. Please complete and return this form to Lancashire Women, 21-23 Blackburn Road, Accrington or send a scanned version to fundraising@lancashirewomen.org

Part A: To be completed by the person responsible for the collection tins

Name: _____ Address: _____

Postcode: _____ Telephone: _____ Email: _____

I agree to assist the collection organiser by being present when box seals are broken and money is counted.

Signed: _____

Date: _____

Part B: To be completed by a second person who has agreed to be present when the collection tin is opened and counted

Name: _____ Address: _____

Postcode: _____ Telephone: _____ Email: _____

I agree to assist the collection organiser by being present when box seals are broken and money is counted.

Signed: _____

Date: _____

Part C: Type of collection:

(Please tick)

- Public area collection, e.g. street collection (permission needed from local authority)
- Private venue collection, e.g. supermarket (permission needed from venue)
- Static collection, e.g. shop or bar counter

Duration of collection: _____

Location of collection: _____

Number or collection tins (maximum 3): _____

Date of fundraising event: _____

Part D: 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 Lancashire Women, registered charity number 1100976.
- ★ All donations collected must be submitted in full to Lancashire Women. No deductions made for expenses or fees can be made.
- ★ All collection tins and monies must be submitted to Lancashire Women within one month of an event or collection.
- ★ If the collection is static and ongoing, (e.g. a collection tin on a shop counter or bar,) the tin must be emptied after three months and all donations must be submitted to Lancashire Women. If you wish to continue your collection after three months, please contact Lancashire Women, who will supply you with further security labels.
- ★ A witness, over the age of 18, must be present at the counting of donations.

Participation fair processing notice any personal information you share will be used solely for processing your collection tin request. All request forms will be held securely by Lancashire Women. We encourage a diverse range of perspectives, and are committed to ensuring equality of opportunity. How we process the information you provide. We take your privacy seriously and promise to never sell your data. You can find out more about your rights, how we use your personal information and how we keep your details safe and secure by reading our Privacy Notice lancashirewomen.org/privacy-notice. For more information, contact our Development team at fundraising@lancashirewomen.org or on 0300 330 1354.

Contact us

For more information or support please contact our Development Team!

t: 0300 330 1354 e: fundraising@lancashirewomen.org

Registered Charity number 1100976



We EMPOWER
We are CREATIVE
We COLLABORATE
We DON'T JUDGE