



Collection Tin Fundraising Pack

www.lovemusgrove.org.uk



Thank you for becoming a Collection Tin Co-ordinator. With your support you will help us to raise money and awareness in your local area. These guidelines will make sure managing your collection tins meets the **Love Musgrove** code of practices.

How to manage your collection tin

Placing your tin

- Choose a good location. It is best to put a tin somewhere that people pay cash, and where there is good flow of customers. For example, this could be your local shop, hairdresser, local pub or coffee shop.
- If you are thinking of approaching a business that is part of a chain, please bear in mind that **Love Musgrove** may already be working with them. If in doubt, please get in touch.
- Ask a local business if they will support **Love Musgrove** by displaying a tin. You could request from us some of our information leaflets and offer to give them more information about our work.
- Place the contact details sticker provided somewhere visible on the tin. The local business can then contact you if they need to.
- Please let us know where you have placed your tin. Fundraising regulations say that we must keep records of where our tins are so that we are accountable for their use. Please either call or email us with the details, or complete the slip at the bottom of the **Your tin's location** document (see page 3).
- You must only use **Love Musgrove** collection tins with unbroken seals. If you need more seals then please contact us.

Maintaining your tin

- Arrange a time to empty the tin regularly (see page 7 for the **Collection tin log**). The tin's location will affect how quickly it fills up, but perhaps try monthly to every six weeks and see how it goes.
- If you have more than one tin, use the log provided to record where the tins are and how much they raise. This will help you keep track of your collection tin fundraising.
- If you need new seals, wraparound labels or contact details stickers, please get in touch and we will be able to send more out to you.
- Think of your safety when transporting your tins – keep it in a bag out of view.

Keeping it legal

- Please ensure you have permission from wherever you are placing the tin (preferably in writing) and keep this for your records.
- Your authorisation letter is enclosed. If you are going to ask someone else to monitor or empty the tin, please get in touch so that we can issue additional letters.
- Please bear in mind that you may be asked to provide an alternative form or photo identification in addition to the authorisation letter.
- If you are returning your tin and will no longer be monitoring any other collection tins, please also return your authorisation letter.
- Please ask the site owner of wherever you are placing the collection tin to let you know directly if a tin is lost or stolen, or if they wish to stop the collection for any reason.
- If the tin is lost or stolen, or you believe that the contents are being stolen or interfered with in any way, please contact us immediately in writing so we can report it to local police as soon as possible.

Dealing with the money

These guidelines are in line with fundraising practice and will give you confidence and accountability when handling collection tins.

- You can either drop off the collection tin to the Fundraising Team or count the money yourself.
- You must count the money in the presence of one other person and this person should not be a relative. Please use the **Counting the money** (see page 5) sheet provided in your pack and have this signed by both of you. Keep the original for yourself and include a copy when you send the money to us.
- Store cash in a sealed container in a secure place until it can be banked. Bank the proceeds as soon as possible.
- Never put cash in the post. Please bank the money and send us a cheque made payable to 'Love Musgrove' for that amount, along with a copy of the **Total collected** form (see page 6) provided in your pack. Or you can give us a call to make a card payment over the phone.
- If you are no longer able to place a tin then please return it to us, so we can use it elsewhere.

Contact Us

If you have any questions or need more items please call **01823 344 437**, email

Fundraising@SomersetFT.nhs.uk or write to **Love Musgrove, Fundraising Office, Musgrove Park Hospital, Taunton, Somerset, TA1 5DA**

Thank you for your support.



Your tin's location

Please let us know where you have placed your tin as we are required by law to keep track of each tin that is being used.

Complete and return this slip to **Love Musgrove, Fundraising Office, Musgrove Park Hospital, Taunton, Somerset, TA1 5DA**. Alternatively, call **01823 344 437** or email **Fundraising@SomersetFT.nhs.uk**.

Your name:

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Your address:

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The name of the business where you have placed your tin:

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The business address:

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Collection tin number:

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The name of the business where you have placed your tin:

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The business address:

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Collection tin number:

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Additional tins

The name of the business where you have placed your tin:

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The business address:

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Collection tin number:

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The name of the business where you have placed your tin:

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The business address:

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Collection tin number:

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The name of the business where you have placed your tin:

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The business address:

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Collection tin number:

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Counting the money

Please bank the money as soon as possible. Complete this form and send a copy to us. Keep the original for your records. Also complete the **Total collected** form (see page 6) with a cheque for the amount you have banked or call us to pay over the phone. Thank you.

Your name:

Name of business(es) where the tin has been placed:

Collection tin number(s): Date:

Denomination	Name of Counter 1:	Name of Counter 2:
1p coin		
2p coin		
5p coin		
10p coin		
20p coin		
50p coin		
£1 coin		
£2 coin		
£5 note		
£10 note		
£20 note		
£50 note		
Cheques		
TOTAL		
Signature		



Total collected

Please use this form and return it with a cheque for the amount raised. Alternatively you can call us to make a payment over the phone.

1. About you

Name

Address

Postcode Daytime telephone*

Email*

Collection Tin Number(s)

*By providing your email/and or telephone number you are agreeing that we can contact you regarding the Collection Tin Volunteer Role. We use your data in line with our Privacy Policy which can be found at www.lovemusgrove.org.uk or call **01823 344 437** or email Fundraising@SomersetFT.nhs.uk for a hard copy.

2. About your collection tin fundraising

I enclose a cheque for **Love Musgrove** for £

If you have not already told us, please tell us where the tin has been placed.

Business name(s):

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Business address(es):

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How much has the tin(s) collected?

3. Sending your funds

You can either drop off the collection tin to us, please call us first or send us a cheque as detailed above, or alternatively call us on **01823 344 437** to make a payment over the phone.

Please confirm that you are sending in (please tick)

a cheque payable to '**Love Musgrove**'

Collection tin log



Tin number					
Placing the tin	Who is responsible for the tin?				
	Where has the tin been placed?				
	Date tin was placed.				
Collecting the tin	How you checked on the tin within the first two months? You can do this by calling or visiting in person. Please record the date and whether the tin feels like it is filling up.				
	Please record any additional dates you check to see whether the tin is full.				
Emptying the tin	Date first emptied.				
	Total raised when emptied.				
	Date when next emptied.				
	Total raised when emptied.				
	Date when next emptied.				
	Total raised when emptied.				
Annual total					

For patients For colleagues For our hospital

If you have any questions about **Love Musgrove** please contact us on **01823 344437** or email **Fundraising@SomersetFT.nhs.uk**

Love Musgrove

Fundraising Office
Musgrove Park Hospital
Taunton
Somerset
TA1 5DA



/Love Musgrove



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Love Musgrove is the working title for Somerset NHS Foundation Trust Charitable Funds that supports work at Musgrove Park Hospital.

Registered Charity Number 1059922

www.lovemusgrove.org.uk



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REGULATOR**



Somerset
NHS Foundation Trust