

Collection Box Guidelines

Newham Giving is an innovative local giving programme, managed by East End Community Foundation, which supports community projects that provide a lifeline to families struggling to provide activities for children and young people during the school holidays.

We're really grateful for your support and want to help ensure that you are fundraising both safely and legally, so please read these guidelines carefully.

Different charity law rules apply depending on the type of collection:

- You can collect donations **with permission** on **private property** including places such as shopping centres, at train stations and in local businesses (known as **public or static collections**).
- You can't conduct **street collections** or **house-to-house collections**.

It's really important that your collection bucket or tin is secure and labelled with our full name, address and registered charity number. Children aged less than 16 years can't collect money through public collections or count collected money.

When you are fundraising for us, you are acting "in aid of" East End Community Foundation rather than "on behalf of" or "representing". Please make sure any other materials such as posters include the line "In aid of Newham Giving, a local giving fund managed by East End Community Foundation, registered charity no. 1147789."

If you are putting on an event you may need Public Liability Insurance. Some activities such as having alcohol and entertainment, selling food, holding a raffle, lottery or auction, collection or putting up signs in public areas also need a license so please contact your local authority for advice. EECF can't accept any responsibility for your event or anyone who participates in it.

Dos	Don'ts
<ul style="list-style-type: none"> Ask permission from the landowner or manager to hold the collection Contact EECF and inform us of your plans Carry personal ID and any proof of permission to collect Use collecting box/es which are made out of a durable material such as metal, wood or plastic that can be securely sealed Label the box/es with the name, address and registered charity number of EECF Smile! 	<ul style="list-style-type: none"> Use an open bucket or box made out of cardboard or paper (these are not secure) Break the seal or open your collection box/es (unless you are authorised to do so by EECF) Shake your box, pressurise people to donate or ask the same person several times Place collection box/es near an entrance or exit which can't be seen or supervised Deduct expenses from the money collected

Further advice

- Public collections: <https://www.fundraisingregulator.org.uk/16-0-public-collections/>
- Static collections: <https://www.fundraisingregulator.org.uk/17-0-static-collections/>
- Handling donations: <https://www.fundraisingregulator.org.uk/20-0-handling-donations/>

Collection Box Application Form

Please complete this form using CAPITAL letters and return to: Newham Giving, East End Community Foundation, Jack Dash House, 2 Lawn House Close, London, E14 9YQ. Please contact Kyrsten.perry@eastendcf.org or phone 020 7345 4444 for more information.

Your Contact Details

Title First Name(s) or Initials

Last name(s) Telephone

Correspondence Address

..... Postcode

Email Address

Tick this box if you would like your email address to be added to the EECF supporter newsletter to receive more information about ways get involved including invitations to events and/or volunteering opportunities and updates about supported projects.

I would like (**specify total number**) collection box/es to arrive by (**specify date**) to the above address.

- Street collection box/es (**specify number**)
- Handheld collection box/es (**specify number**)
- Home collection box/es (**specify number**)

I understand and agree to the terms and conditions of collection.

Signed Date

Terms and Conditions

I undertake to use the collection box/es solely for the benefit of East End Community Foundation (registered charity no. 1147789) on private property and/or in a shop or business. I have sought permission from the landowner or manager and/or the business owner. I will return said box/es to the charity when the activity is complete, or when requested to do so by East End Community Foundation. I am 16 years of age or over and agree to abide by the statutory laws regarding the collection of monies for their charitable purposes.

Your Data and Communications

Any personal information you provide to East End Community Foundation will be processed in accordance with the UK Data Protection Act 1998. Your details will be held and used by EECF to process your application for collection box/es. EECF will not disclose any personal data to third parties, except with permission or if required to do so by law. You can change your mind about how we communicate with you at any time by contacting admin@eastendcf.org or by post at the below address. The terms of our privacy statement are available on our website www.eastendcf.org.

Confirmation of Permission

Once we've received your application form an EECF staff member will sign below to confirm you are authorised to use our collection box/es. Please don't open your collection box/es unless we tick the statement below saying you can count the donations collected. A copy of this form will be returned to you with your collection box/es and guidance advice.

- I give (full name) permission to collect funds in aid of East End Community Foundation through the above specified means. East End Community Foundation is a registered charity (number 1147789).
- I **do not** give the above named person permission to open and count the proceeds collected from the collection box/es. I request that the sealed box/es be returned to East End Community Foundation in a secure manner.
- I give the above named person permission to open and count the proceeds collected from the collection box/es on the understanding that:
- Money will be collected, counted and recorded by two unrelated individuals.
 - Children under 16 will not be left with overall responsibility for handling money and/or responsibility for counting collected money.
 - Expenses will not be deducted from the collection box/es.
 - EECF will receive confirmation in writing of the total raised for each individual collection box.
 - Money will be returned to EECF via cheque (addressed to 'East End Community Foundation') or BACS (Barclays Bank, 1 Churchill Place, London, E14 5HP; Sort Code: 20-26-46; Account No. 9006 6400).

Staff Use Only

Full Name	
Signed	
Box Number/s	
Date of Dispatch	