

# Your guide to collection tin fundraising



Leaving a collection tin somewhere, such as a local shop, workplace reception, library or local venue is a fantastic way to raise funds for Spinal Research. This guide provides information on how to place your collection tin from start to finish, as well as helpful tips and advice.

## Before the collection



Please note that if you request tins, you will be responsible for returning them at your own expense.

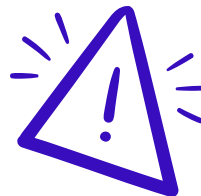
**Decide on the details:** Try to choose a busy place to leave your collection tin. This could be a shop or the main reception at your office.

**Plan in advance:** If you are placing a collection tin to help meet an event fundraising target then you should place your tin well in advance of the event date.

**Get permission:** You need to obtain written permission from the manager or owner of your chosen venue. Please only request your tin once you have received permission. We can provide you with a certificate of authorisation to last 6 or 12 months. If you would like your tin to remain longer, please ask us for a new certificate of authorisation.

**Request your materials:** Once you have permission you can request your tin! Make sure you know how you are going to pay in the money that you raise, and you know who you're going to count it with as we will need to know this before sending materials. Scroll to the next page to find out your options.

## During the collection



Collection tins should only be used if the seal is unbroken.

**Check the tin:** If you are re-using the tin, make sure you come back at least every three months to see if the tin is full. Remember to pay in the money each time you empty the tin, and request a new seal to re-use it.

**Increase donations:** Make sure the tin is as visible as possible – ask if you can stick a poster up or put leaflets nearby.

**Leave your contact details** with the venue so that you can be informed if the tin needs emptying earlier

**Charity regulations:** Please note that you should only use our tins with unbroken seals. If a tin is lost or stolen you should contact us immediately in writing, and report to the local police.

## After the collection



Please do not send any cash collected, by post!

**Count the money:** If you are collecting or emptying the tin from a public location, you should take someone with you and count the money with your named witness. You can then pay in the money into your online fundraising page, into our bank account, or through our website. The details are below.

**Say thank you:** Next, say thank you to your venue! You can tag them in on any social media posts, and shout-out your donors as well. Consider asking for the tin to stay longer, or placing the tin at another venue. If you are re-using the tin, drop us an email to request a new seal.

**Send back the materials:** If you aren't re-using it, please send the empty collection tin to Spinal Research, 201 Borough High Street, London, SE1 1JA.

## How to pay in...

1. Donate through our website [here](#)

2. Bank transfer:

Name: International Spinal Research Trust

Sort Code: 80-22-60

Account No: 11079867

3. Pay into your fundraising page: If you have an online giving page such as JustGiving, you can pay in the money there! If you haven't set one up you can do so [here](#)

Please let us know when you have paid in the money and sent the empty tin back.

Finally, we want to say a huge thank you for holding your collection for Spinal Research. With your support, we are one step closer to finding a cure for paralysis.