



Dementia UK guidelines for collecting at an event

Thank you for choosing to fundraise for Dementia UK and helping us grow the number of specialist dementia nurses. With your support, no one will face dementia alone.

Please make sure you have read and understood these guidelines – thank you.

How to use your collection item

These guidelines are for the use of a collection box, tin or bucket at an event, eg at an exhibition stand or at fundraising event where you are present.

If you would like a collection bucket for a **street collection** or a collection tin for a **static collection** (when your collection tin stays in one place, such as a shop or reception area, where you are not present) please get in touch by calling 020 8036 5440 or emailing fundraising@dementiauk.org as there are specific legal requirements and guidelines for these activities.

When would I NOT use a collection box/tin/bucket at an event?

When taking payments at events. A cash float should be used for this, as you cannot open a collection box, tin or bucket to give change during an event.

My collection box/tin/bucket is full; what do I do now?

- Open your box/tin/bucket, empty it and count the cash. To count the funds raised securely, you must:
 - a. count the cash in a safe place
 - b. count and record it with another person – ideally, they should be unrelated to you.
 - c. place the donations in a sealed container
- Bank the cash as soon as possible into your own account, then pay it to Dementia UK by cheque, by card over the phone, by bank transfer or at secure.dementiauk.org/donate/payin/. Before donating, make sure you ask for your unique reference code from Dementia UK. This allows us to match your fundraising to your record quickly. You must pay the **full** amount to Dementia UK

Your Freepost returns slip

Freepost RTZS-HCZL-RTUT
7th Floor
Dementia UK
1 Aldgate
LONDON
EC3N 1RE



What should I do if I'm hosting multiple fundraising events or fundraising for more than six months?

We advise you to count and bank donations after each fundraising activity/every few months. This ensures your funds are stored safely and means your donors know that their donations are being used as quickly as possible to support families living with dementia.

If you would like to use your collection tin or bucket again you will need to reseal it. Please get in touch and we will send you some more seals.

How do I send my collection item back?

We'd love you to send your collection item back after your fundraising activity. Simply package the item and attach the Freepost address slip below to your parcel. Using our Freepost address means you don't need to pay for postage and we can use the collection item again for more amazing fundraising activities. **Please make sure your collection item is empty when returning.**

It is important for Dementia UK, and the volunteers and supporters who represent us, to operate to the highest standards and comply with the Code of Fundraising Practice: visit fundraisingregulator.org.uk/code

To get in touch with the Dementia UK Community Fundraising Team:

Email: fundraising@dementiauk.org

Phone: 020 8036 5440

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