



Dementia UK static collection tin guidelines

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

When might I use a static collection tin?

A static collection tin is to be used when your collection tin is staying in one place, such as on the counter of a shop, pub or reception area. The tin has a chain which should be used to secure it to the counter.

When would I NOT use a static collection tin?

You would not use this type of tin for a street collection or at events.

What do I need to do when I receive the static collection tin?

- Take your collection tin to the site where it will be placed and secure it to a visible surface with the chain
- Arrange a date to check on or collect the tin. Please check your tin at least quarterly, as funds intended for the charity must be banked regularly
- Make it clear to the site owner or person with authority that if the tin is lost or stolen, or if they wish to end the collection, they must contact you (preferably in writing)
- Ensure you keep your letter of authority provided by Dementia UK in a safe place. You will need this if anyone questions why you are fundraising

What do I need to do when the static collection tin is full?

- Collect your tin, empty it and count the cash. To count the funds raised securely, you must:
 - a. count the cash in a safe place.
 - b. count 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 into Dementia UK by cheque, by card over the phone, by bank transfer, or at secure.dementiauk.org/donate/payin/. Before donating, make sure to ask for your unique reference code from Dementia UK. This allows us to match your fundraising to your record. You must pay the **full** amount to Dementia UK
- If you would like someone else to collect the tin on your behalf, they will need a letter of authority. Please get in touch so we can provide one

Your Freepost returns slip

Freepost RTZS-HCZL-RTUT

7th Floor

Dementia UK

1 Aldgate

LONDON

EC3N 1RE



What should I do if I am fundraising for more than six months?

We advise you to count and bank donations every few months. This ensures your funds are being 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 again you will need to reseal it. Please get in touch and we will send you some more seals.

I am ready to send my collection tin back

We'd love you to send your collection tin back after your fundraising activity. Simply package the tin 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 tin again for more amazing fundraising activities. **Please make sure your collection tin is empty when returning.**

Static collection tin checklist

- ✓ I have a letter of authority from Dementia UK
- ✓ I have written permission from the site owner or person with authority
- ✓ I have let Dementia UK know where the tin will be placed, and have received the static collection tin, coin insert and seals
- ✓ My collection tin is sealed and secured on a visible surface
- ✓ The site has my contact details so they can contact me if the collection tin is full, lost or stolen, or if they want to end the collection
- ✓ I have arranged a date to check on my collection tin
- ✓ I have arranged a date to collect the tin and pay the money to Dementia UK

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, which you can read at fundraisingregulator.org.uk/code

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

Get in touch with us by emailing fundraising@dementiauk.org or calling 020 8036 5440.

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