

Static collection tin 'Do's and 'Don'ts

To ensure both you and your donors are safe, we have created a set of Do's and Don'ts to follow when hosting a static collection tin.

Do.....

- ✓ Ensure all collection tins are kept in a safe, monitored location, preferably secured to a surface with a chain. Our fundraising team can supply you with a chain
- ✓ Wait until collection tins are full before breaking the seal and counting the contents
- ✓ Count the contents of the tin in a locked room with one other person aged over 18 years old, complete the Count Form and send the form to St Mungo's immediately
- ✓ Send the money to St Mungo's as soon as reasonably possible. See the How To Send In Your Donations Sections for instructions.
- ✓ Contact fundraise@mungos.org and let us know the amount sent and the date the donations were sent. Confirm also whether you plan to continue using the collection tin
- ✓ Send back the Collection Tin and all other St Mungo's materials
- ✓ Notify St Mungo's fundraising team immediately if your collection tin is lost, stolen or if you plan to discontinue using your collection tin
- ✓ Notify St Mungo's fundraising team immediately if you plan to host your collections at another location

Do not. . . .

- × Host your collection without the correct permissions. Please ensure you have asked the venue/ office managers permission to host your collection
- × Open the collection tin until you are ready to count the contents and make a deposit into St Mungo's bank account
- × Count contents on your own. Please ensure you have one other person counting with you to act as a witness and for safety. If this is not possible, please call St Mungo's to discuss the options.
- × Send cash in the post.
- × Keep hold of donations. For your own safety please, send donations into us immediately after counting the contents
- × Keep full collection tins on surface areas unattended or overnight. Once a collection tin is full, please lock away safely
- × Keep collection tins in areas where it is likely to be stolen. Consider leaving in areas where you and other staff or family are often placed
- × We recommend that you do not take public transport to pay in your collection tin due to safety reasons. St Mungo's is willing to pay for your taxi for the post-collection journey

How to send in your collection tin donations

You can send your collections to us in 2 ways

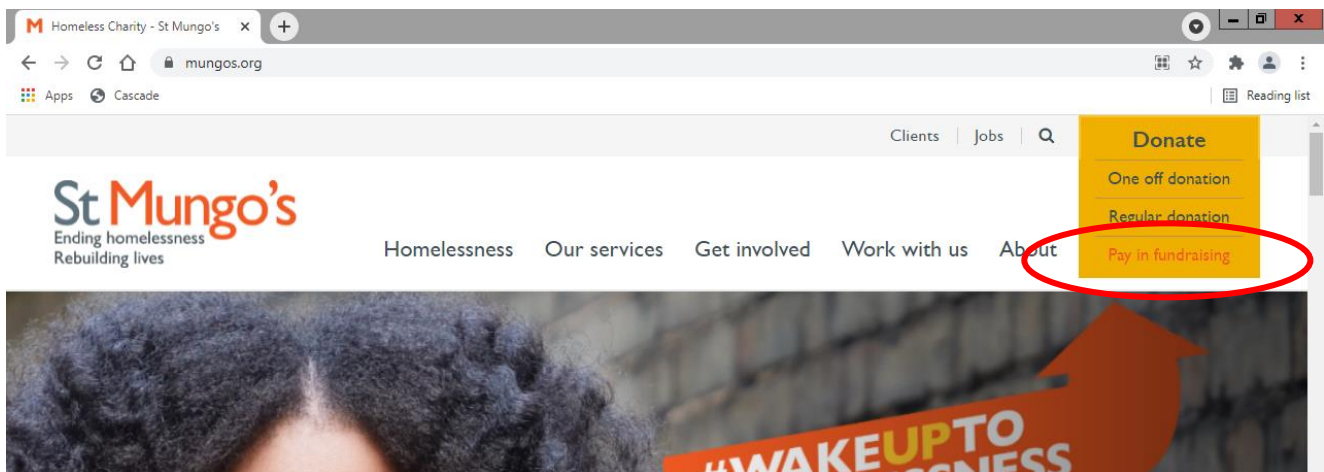
A. Deposit into St Mungo's Bank Account

Here's how to send in your donations in a few simple steps:

1. Send St Mungo's the count form as soon as the count is complete.
2. Ensure all paper and coins are separated
3. Visit your local bank and deposit the donations into St Mungo's bank account using the following details:
 - Account number: 11263145
 - Sort code: 40-02-07
 - Reference: COLLECTION + Name
4. Send an email to fundraise@mungos.org letting us know the donation is on its way. That way, we'll ensure your donation is recorded accurately.

B. Electric transfer through St Mungo's website

1. Visit www.mungos.org
2. Hover over the **Donate** link in the top right and click on Pay in **Fundraising**



3. Select Collection under "This donation is on behalf of a..."
4. Fill in all the details on the page and submit payment.

The cash you have collected is now yours to keep or deposit into your own bank account.