

## Collection Tin Information

Thank you for displaying a collection tin for the Ménière's Society. As well as fundraising, it also raises awareness of our organisation and the work we do.



### Collection boxes at home

Everyone has small change down the back of the sofa! Why not keep a collection box on the side at home and pop in the ones you find! You'll be amazed how quickly it fills up!

### Collection boxes at work, school or GP surgery

Why not put a collection box in your business or school office and encourage your colleagues to donate. We may even be able to claim back Gift Aid on the amount raised in each collection tin through the *Gift Aid small donation scheme*. If you are placing your collection box at work, please remember to put your organisation address on the *Authorisation Form*. You'll need written permission from the manager, or other authorised person. You may want to include a copy of their authorisation letter when you return our authorisation form to us.



### Collection boxes in public places

You will need permission and/or a licence to collect money in a public place, in the street or door-to-door. Contact your local council for more information and bear in mind it may take a little while to process an application for a licence. You must be over 16 to collect money in public.

### Checking your tin

Check your collection tin regularly to ensure the seal is still intact, it's in good condition and if it needs emptying. All our tins are provided with security chains.

### Emptying your collection tin

When opening the tin, please do so in the presence of a witness. Please complete the *Income Form* in full, entering the total amount collected. Both you and the witness should print and sign your names.

### How to pay money raised to the Ménière's Society

- Please forward your completed income form, along with a cheque for the total amount collected, payable to *Ménière's Society*.

Alternatively, you can pay the money straight to our account. Please take the money to your bank and ask them to pay the money to:

Bank name:	CAF Bank Ltd	Account name:	The Ménière's Society
Sort-Code:	40-52-40	Account number:	00017973

- Please ask the bank to use the tin number and your surname as the reference (e.g. 001 Smith). We kindly ask the bank to stamp/sign and date the sheet. Please then send your completed form to us.



- You can also pay over the phone by credit/debit card. Please call the Ménière's Society on 01306 876883. Once you have made the payment, please send your completed income form to the Ménière's Society Ménière's Society, The Rookery, Surrey Hills Business Park, Wotton, Surrey RH5 6QT. for our records.

## **THANK YOU!**

We'll always write and say thank you for any money raised. When you return the money raised to us, please indicate on the form if you would like a written acknowledgement, certificate, or a further seal and income form sent to you, and the relevant name(s) and address(es) to send it to.

If you no longer wish to collect funds from the Ménière's Society, please return the collection tin to us along with your final income sheet.

## **Further information**

### **Fundraising legally and responsibly**

<https://www.gov.uk/guidance/fundraising-legally-and-responsibly>

### **Ménière's Society fundraising and information pack**

[http://www.menieres.org.uk/files/pdfs/Fundraising\\_and\\_Awareness\\_Pack\\_2016.pdf](http://www.menieres.org.uk/files/pdfs/Fundraising_and_Awareness_Pack_2016.pdf)

**If you have any questions, please give us a call or send an email**

**01306 876883**      [info@menieres.org.uk](mailto:info@menieres.org.uk)

Many thanks for supporting the Ménière's Society in this way.



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