

SPORTING TREE FOUNDATION

Registration number 1169935



Charity Collection Box Application / Acceptance Form

Thank you for applying/accepting to raise funds on behalf of Sporting Tree Foundation. We hope your collection is a huge success! Please read the enclosed guidelines detailing the regulation on the usage of collection boxes before filling out this form.

Collection Organiser Details:

Witness Details:

Title:	Title:
Full Name:	Full Name:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Email Address:	Email Address:
	Relationship to Organiser:

Details of collection: How many boxes are required? _____

Type of collection:

Street Collection	I have read the guidelines laid down by Sporting Tree Foundation and agree to follow them by assisting the collection organiser by being present when the collection box seals are broken and the money is counted.
House-to-house Collection	
Collection at an event	
Local Venue Collection	
Static Collection (e.g. in a shop or club)	
Other (please describe below)	
Please describe how you will use the collection box:	Signed:
	Date:
	Collection Dates
	One site until ____ / ____ / _____
	Multiple sites until ____ / ____ / _____

I give permission for the collection organiser named above to collect funds on behalf of Sporting Tree Foundation

Collection Box Reference Number(s):	Signed:
1)	Name:
2)	Position:
3)	Date:

Collection Box Guidelines

In accordance with Charity Law, there are different legal requirements depending on the type of collection you are planning. Please read the relevant guidelines to make your collection a success.

Street and house-to-house collections

For these types of collection you must obtain a licence from your local authority. It is important to apply for this at least a month before your collection to avoid disappointment. Please forward a copy of your licence to Sporting Tree Foundation (info@sportingtreefoundation.org) for our records. Please note that no-one under the age of 16 may act as a collector on street or house-to-house collections.

Static collection and collections in a local venue

If you are placing a collection box or collecting yourself in a local shop/library/sports centre or local venue, such as a public event, pub or gym, you will need to obtain written permission from the manager.

If the collection box is static, it is important to check on it (at least on monthly intervals) to ensure it is in good condition, securely kept and to inform us if the contents require collection. Make sure that you have your representative details stored safely so you can contact us immediately if you require any assistance.

General Points

- You must only use Sporting Tree Collection Boxes with unbroken seals.
- Please contact us well in advance of your collection to ensure that you receive your boxes in time for any planned events.
- If the box is lost or stolen, or you believe the contents of the box(es) are being pilfered or interfered with in any way, please contact us immediately and in writing and report it to your local police as soon as possible.
- Conduct: collectors should at all times undertake their work in a courteous and ethical manner that will maintain the high standard of Sporting Tree Foundation and that in no way places undue pressure on potential site holders or donors to participate in collections.

Money Matters – Witnesses:

There must be a witness present when the collection box seal is broken and when the contents are counted. A collection witness is a nominated person who has agreed to be present when the collection box is opened and counted. They can then verify the amount collected. A copy of the collection amount will be issued on the day to verify the amount and allow both the organiser and the witness to sign.

Returning the boxes:

After we have received the money we will send you a letter of thanks. If you would like an extra letter sent to the venue where the box was held please just let us know. Good luck and thank you for your support.