



# How to ... organise a bucket collection

## Register your event

Contact us to register your collection so we can make your fundraising official. This shows that you have been given permission by the charity to genuinely raise money for us. At this point we can also send you collection buckets.

## Private venue collections

Write to the venue and ask for their permission to collect donations. Most venues get lots of requests so you may need to wait until a date becomes available or try somewhere else. Check with the person issuing the permit how many collectors are allowed at any one time.

## Street collections

You must have a council permit to hold a street collection. Call your local council and ask about this process and remember to check with them the maximum amount of collectors you are allowed. Once the collection is over and the money has been counted, ensure you fill in the relevant form to let the council know the amount raised.

## After the event

Please return your unopened buckets and tins to Havens Hospices. Our volunteers will count the donations and we'll let you know how much you and your team raised. If you took some good photos, you could send these to your local newspaper and upload to social media tagging @havenshospices.

## Please don't

- Shake your buckets at people – hold them at waist height so people can clearly see you are collecting donations
- Act in any way that might reasonably cause members of the public to be or become startled or anxious
- Pressurise people to donate or ask the same person several times to donate as it is illegal
- Ask people under 16 years old to take part in street and house to house collections
- We know you are keen to know how much you raised but please do not open your collection bucket or break the seals
- Obstruct the paths and make people feel anxious or intimidated
- Put yourself at risk. If someone tries to take the bucket from you, let them have it

## Please do

- Request your buckets and supporter agreement by contacting Havens Hospices and follow the regulations and guidelines in the letter provided
- Hand people stickers, if you are using them, to place on themselves
- Carry your Supporter Agreement, personal identification and a copy of your permit when holding the bucket collection
- Put together a risk assessment to identify any hazards that could cause harm. For more information on completing a risk assessment please speak to your local council or the venue you are holding the bucket collection at.

Please email our Fundraising Team at [fradmin@havenshospices.org.uk](mailto:fradmin@havenshospices.org.uk) to request your Supporter Agreement, which shows you are legitimately fundraising for Havens Hospices.