

# How to hold a collection

Street or supermarket collections are a fun and exciting way to get involved, and to help raise money and awareness.

We hope this guide will give you all the info you'll need to arrange your collection safely, while also having fun.

Please do let us know if you're planning on doing a collection for us. We've got lots of brilliant materials available to help you stand out, such as branded buckets, banners, t-shirts and balloons!

If you need anything, we're here to help:  
[fundraising@tenovuscancercare.org.uk](mailto:fundraising@tenovuscancercare.org.uk)  
029 2076 8863



## Our handy top tips!

- Get everyone involved. Encourage friends, family and colleagues to pop along and help on the day. The more the merrier! Maybe you could even put together a rota of your collectors.
- Brand yourself in Tenovus Cancer Care materials so you stand out in the crowd and everyone will see who you're supporting! It'll also help raise awareness of the charity.
- All collection buckets or tins must be sealed and signed with a special security seal. We'll send these to you with your buckets/tins.
- Be friendly and enthusiastic - be sure to smile, and greet everyone with a "hello" or "good morning".
- Say thank you to all who donate, no matter the amount.
- You may get questions about the charity, so be prepared with some key facts about how Tenovus Cancer Care supports people affected by cancer.
- Don't shake it! We all love the sound of money jingling, but bucket shaking isn't allowed. Please don't do it, and avoid anything that could make people feel uncomfortable or pressured into donating.
- Don't put yourself at risk. If someone tries to take a bucket or tin, please avoid confrontation and just let them have it. But please report this to us so we can let the police know.
- Get creative - if you're holding your collection at certain times of the year, get creative with costumes or even music to grab attention! Please note, you may need permission to play music.
- When hosting any fundraising event, please take into consideration the importance of conducting a risk assessment and any insurance that may be needed. For more info, please contact the Fundraising Team.

More info overleaf



## Licenses and permission

### Street collections

Public spaces such as the street will require a license from the local authority. Please visit [www.gov.uk/street-collection-licence](http://www.gov.uk/street-collection-licence) to find out more and apply.

Licenses can take up to several months for approval, so please prepare in advance to give yourself plenty of time.

When applying, make sure to check the maximum number of collectors you can have, along with any age restrictions.

The terms and conditions for your local authority may require risk assessments and return forms to show how much was raised, so be sure to read and follow them carefully.

### Private collections

For privately owned venues (businesses, shopping centres, supermarkets, etc), you'll need their written permission. You can get this by contacting either the venue owner, a manager, or the venue's charity champion.

Please be sure to comply with any terms and conditions of the venue. This could be making sure you sign in and out, standing in a selected area, etc.

Remember to thank the venue after your collection. You could let them know how much was raised afterwards too - they'll love hearing how they've helped!

For further information and tips on how to keep your collection safe and legal, please visit [fundraisingregulator.org.uk](http://fundraisingregulator.org.uk)

## After the collection

- When moving the money, please make sure someone else is with you, be sure to choose safe, well-lit routes to minimise the risks.
- Make sure money is kept in a safe and secure location - please don't leave in cars overnight.
- When counting the cash you raised, look to count in a secure place not in the open. Wherever possible, make sure it's counted and recorded by two people.
- No matter how much you raise, every penny counts. There are a few ways to pay it in:

**By post** - send a cheque made payable to Tenovus Cancer Care, to:  
Tenovus Cancer Care, First Floor, Jones Court, Womanby Street, Cardiff CF10 1BR

**Over the phone** - Call 029 2076 8850 to make a card payment.

**Online** - pay it in on our website at [tenovuscancercare.org.uk/donate](http://tenovuscancercare.org.uk/donate)

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*Thank you so much*

for helping us support people and their loved ones to live well with cancer.

**Good luck and have fun!**

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Registered with



FUNDRAISING  
REGULATOR

Fundraising for Tenovus Cancer Care  
Registered Charity No. 1054015

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[tenovuscancercare.org.uk](http://tenovuscancercare.org.uk)