



YOUR GUIDE TO

COLLECTION TINS & BUCKETS

Thank you so much for choosing to collect for the Bone Cancer Research Trust.

Your support means the world to us as we work together **#UntilTheresACure** for primary bone cancer.



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How to send us the money you raise

Break the seal on the bucket and count the funds. Please ensure that you have at least one other person present to witness the counting. Complete and sign our cash collection form on the back page of this guide. Once you have collected and counted all the donations, there are lots of ways to pay it in:



Simply **call us** on 0113 258 5934 to make a donation by credit or debit card.



Send a **cheque** with a cover letter to: Community Fundraising, Bone Cancer Research Trust, 10 Feast Field, Horsforth, Leeds, LS18 4TJ.



Take the money to your **local bank** and ask for the payment to be sent to: Bone Cancer Research Trust - Lloyds Sort Code: 30-98-93 Account Number: 63948768. Include your full name as the payment reference and ask the bank for a deposit receipt.

Returning fundraising materials

When you're done, simply pack everything up together and send it back to us at: Bone Cancer Research Trust, York House, Wetherby Road, York, YO26 0EX

You may be able to **recycle the packaging** we used to send you your pack. If you have any questions about returning your cans or buckets to us, please get in touch.



YOUR GUIDE TO **COLLECTION TINS & BUCKETS**

Guidance for organising your own bucket collection

Where to start?

First of all, choose where you would like to hold your collection. Whether it's your local supermarket, shopping centre, train station, school or workplace - remember the busier the space; the more opportunities there are to raise funds!

Permission

Once you have chosen your location, you will need to get the right permission to collect. If you are raising money on private property e.g. supermarkets, shopping centres, or train stations, you will need to secure permission from the manager of the premises. Requests can be made in person, by phone or email. Please try to get your request(s) in earlier and ensure you have permission in writing.

If you wish to collect on the high street or in another public area, you will need to approach your local council or police constabulary. Permissions can differ from town to town so please follow your local councils guidelines. You can visit their website or give them a call to get started and they will explain how to get a permit.

Get friends & family involved!

Bucket collections are fun and easy ways to raise funds, so invite your friends and family to join you. The more the merrier! Just remember to check whether your location has any restrictions on the number of collectors and/or their age.



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Materials

We'll provide everything you need to make your collection a huge success! Including a Letter Of Authority, your very own #TeamBones t-shirts and all important collection buckets.

Top Tips

- Be friendly and have fun! We find that people are more willing to donate if you are having a good time and look like you are enjoying yourself! Say 'Good morning' and 'Good afternoon' to passers by.
- Read up! People may ask you about the Bone Cancer Research Trust and what we do, have a little bit of information in your mind and remember to direct them to our website to find out more themselves!
- Be grateful! Please remember to thank everyone that donates, it really can make all the difference.
- Be different & get creative. Why not try dressing up - it's a great way to stand out from the crowd!

Code of Conduct

Please remember not to rattle your tin or bucket and abide by local authority guidelines - "No collection shall be in such a manner as to cause, or be likely to cause, danger, obstruction, inconvenience or annoyance to any person." Boxes and buckets must be secure and tamper proof, please make sure that they are sealed with the stickers we provide you. Ensure that you stay safe when transporting the money, stay in a group of at least two and put the buckets in a bag to make sure you look less conspicuous.



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Want help organising your own collection?

We're more than happy to assist you with organising your very own bucket collection. You can hold one whenever is most convenient for you, but we suggest holding your collection at a time when we are running national awareness campaigns, these are:

- World Cancer Day - February
- Rare Diseases Day - February
- Sarcoma Awareness Month - July
- Childhood Cancer Awareness Month - September
- Bone Cancer Awareness Week - October

To get started, find out more or to ask any questions please contact our Community Fundraising team on **0113 258 5934** or email us at **fundraising@bcrt.org.uk**.

Request a collection tin

Collection tins are such a great way to boost donations and are a brilliant tool for fundraising. If you would like to request a tin to display in your local shop, bar or any other public place, please email fundraising@bcrt.org.uk



CASH COLLECTION FORM

COLLECTOR

Name _____

Address _____

Postcode _____ Telephone _____

WITNESS

Name _____

Address _____

Postcode _____ Telephone _____

DATE COLLECTION TIN WAS OPENED: _____

DATE DONATIONS WERE BANKED: _____

BANK WHERE DEPOSIT WAS MADE: _____

TOTAL BANKED _____

Date _____ Signature of Collector _____

Date _____ Signature of Witness _____



**BONE
CANCER**
RESEARCH TRUST
UNTIL THERE'S A CURE

Bone Cancer Research Trust

10 Feast Field, Horsforth, Leeds, LS18 4TJ

bcr.org.uk | 0113 258 5934

Charitable Incorporated

Organisation (CIO) Number - 1159590

 @BCRT  /BoneCancerResearchTrust