

How to Manage a Bucket or Tin Collection

Collection buckets and tins are a fantastic way to raise money for Bromley, Lewisham & Greenwich Mind in just a few hours, whilst also helping to raise awareness of the services we provide in your local community.

Whether you collect at a local event or club, or hit the streets with some friends in fancy dress, you'll be surprised how quickly the donations roll in.

How to Get Started

Think about where you would like to collect. If you already have an event planned this is a great place to start.

- ④ If you have a local town or city centre nearby, that is a great place to start but, bear in mind, you may have to ask permission a few months (or even a year for some places!) in advance.
- ④ If you live near a train or underground station that sees a lot of foot traffic, these can be a goldmine as you can make a fantastic amount just by collecting during peak hours when people are on their way to and from work, and take the time in between off!
- ④ Is there a sports or music arena near you? Perhaps a racing course? Or could you collect at your local sports club?

Get in Touch for Your Collection Tins and Buckets

It is important that you have secure collection buckets and tins clearly branded with Bromley Lewisham & Greenwich Mind labels. We can provide you with collecting tins and secure labels.

We will ask you to provide the name of the person who is responsible for the tin or bucket, their telephone number and details of where they are collecting.

All collecting boxes will be numbered consecutively and must be securely closed and sealed in such a way as to prevent them being opened without the seal being broken.

After the collection, you can either count the contents of the bucket, or return it in person to us with the seal unbroken.

It is a great help to us if you can count the contents as soon as the event is complete. You must count the contents of each bucket in the presence of another collector and make a note of the box number, the name of the collector and the amount collected in that box.

You can send us a cheque made payable to 'Bromley, Lewisham & Greenwich Mind' for the total amount to:

Fundraising
Bromley, Lewisham & Greenwich Mind
5 Station Road
Orpington
Kent
BR6 0RZ

Alternatively, pay in online via JustGiving (www.justgiving.com/bromleyandlewishammind) or Virgin Money Giving (uk.virginmoneygiving.com/charities/bromleylewishamandgreenwichmind).

or do a bank transfer to:

HSBC
Account No: 01381288
Sortcode: 40-09-25

Please reference with your name or supporter ID.

Please email us to let us know you have made the payment, the event where you collected it, your collection bucket details and contact information. And remember to return the bucket to us.

If you would prefer to return the buckets without counting please keep the contents in a safe place and return to us within 1 week of finalising the collection.

Where you have requested a permit, within a month the person to whom a permit has been granted will be required to send the local council/Metropolitan Police these details.

Generally, it is easier and safer to allocate one person per collecting tin or bucket, but if you are working in shifts, at the end of the day, sharing the tin is fine as long as one person is ultimately responsible.

Getting Permission

Collectors in public places (on the street or house-to-house) require permission from the Local Authority/local Council or, within the M25, from the Metropolitan Police.

You will need to send your application in plenty of time, and no less than 30 days before the intended collection.

You may need some of the following information for your application:

Charity Name: Bromley, Lewisham & Greenwich Mind
Registered Charity Number: 1082972

If collections are taking place on private land, such as in a shop, office or restaurant, permission needs to be sought from the owner or the individual who is responsible for the premises.

For example, if you are planning to do a collection outside a supermarket, write to the manager or the central office. For collections outside a train station, write to the station/rail network. In addition, if collecting from pub-to-pub, a licence will be required from the Local Authority, in addition to obtaining permission from the pub landlord.

Along with the conditions of the licence from your Local Authority, please also keep the following guidelines in mind:

- No collector shall be under 16 years of age (unless the collection is in connection with a procession, then 14, as long as they are accompanied by a responsible adult).
- If collecting in a public place, remain stationary and stand at least 25 metres apart, but for safety, stay within visual field of each other.

Contact

We always love to hear from anyone kind enough to fundraise for us and are happy to help you with your collection or if you have any other questions.

Lucy Morrell

Fundraising Manager

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