

How to organise a bucket collection

Organising a bucket collection is so much fun. To make sure you hold a successful bucket collection, we've listed some guidelines to help you. Hope they help and remember to smile!

Organising a street collection

- Contact Hft to register your event and request collection buckets and any t-shirts you might need: hello@hft.org.uk. Try to give us as much notice as possible to send these items out to you. We will also issue you with a Letter of Authority to confirm you are collecting on behalf of Hft
- You must have a council permit to hold a street collection
- Call your local town or county council and ask about their permit application process, depending on the council this process can take several weeks, so make sure you plan well in advance!
- Check what the maximum number of collectors is that you can have for your collection
- Agree a collection date, time and location with your council
- Once you have obtained your council permit, start recruiting collectors! Ask your friends and family to get involved. Hft recommend that only those aged 18 years and over can collect
- Be realistic about how long you want to collect for – it's tiring, so try to get as many friends or family as possible to help you. You will have much more fun collecting for a two-hour shift than for the whole day
- There is a document we will ask you to sign and return to us once you have received the collection buckets, to confirm receipt and responsibility for them
- The buckets and lids will need to be returned to Hft at your own expense after your collection has taken place
- We will send you a paying in form so that you can send in your brilliant fundraising to Hft



Organising a collection at a private venue

- A private venue can be: supermarkets, shopping centres, train stations and sports grounds
- Contact the venue and ask for permission to hold a bucket collection
- Make sure you check with the person issuing the permit/permission how many collectors are allowed at any one time
- After the collection, contact the venue and let them know how much was raised. This is a great opportunity to say thanks
- Hft can send a certificate or letter to venues to thank them as well. Just let us know

0117 906 1699
hello@hft.org.uk
www.hft.org.uk



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On the day – do's and don'ts

- Familiarise yourself with the guidelines set out by the Fundraising Regulator:
www.fundraisingregulator.org.uk
- Make sure you have your personal identification, the letter of authority to collect and a copy of your collection permit
- If you are at a private venue, make sure to comply with any terms and conditions they have
- Your collection bucket must display a security seal that can be easily seen and should not be tampered with.
These will be supplied with your buckets sure make sure you use them
- Make sure that the charity logo can be seen on all collection buckets
- Don't get caught out! Make sure you have a few key facts about Hft. Visit: www.hft.org.uk
- Hold the bucket at waist height so it is clear to passers-by that you are collecting
- Don't be shy, get people's attention: big smiles, eye contact, and enthusiasm are key!
- Make sure you say a big thank you to all the people who donate
- If you're brave, fancy dress will grab people's attention and make them smile and donate
- Don't shake your bucket, pressurise people to donate or ask the same person several times as it is frowned upon, and in some cases illegal
- Don't open your collection bucket or break the seals
- Don't stand too close to other collectors or cause an obstruction
- Don't put yourself at risk, if someone tries to take the bucket, let them have it

After your collection

- Securely transport and count the funds, with at least one other person present
- Be sure to fill in the return form to the council (if applicable), stating the amount raised (some councils require you to advise the local paper of the amount raised – if this is a requirement, please ensure that you do it, or the council are unlikely to grant another permit again)
- For your own personal security, bank your fundraising as soon as possible. You can either pay the cash directly into a branch of Lloyds Bank using the paying in slip we provide, or alternatively, pay the cash into your own account and make a donation to us via cheque or card
- Buckets and lids must be returned to Hft as soon as you can. We cover expenses of our fundraising volunteers, so please let us know if you would like your expenses reimbursed. Expenses must not be taken out of the collection itself



Now all that's left to be done is to give yourself a pat on the back for a job well done, and wait for us to send you a thank you letter and certificate!

Registered with



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Corporate member



Registered charity no. 313069
0117 906 1699 | hello@hft.org.uk | www.hft.org.uk
Patron: HRH The Princess Royal
Company registered in England No. 734984

