Collection Box Guide

We have listed some guidelines below to ensure all collections are compliant



Placing a collection box in a local independent shop, pub or office is a great way to raise funds for Hft - giving the people we support with learning disabilities and autism the choice to live the best lives possible.

When you have found somewhere to place the collection box, please fill in our agreement form and send to us. Once we have received your signed agreement form, we will send you a collection box with the security seal.

We will send you a reminder via email or post every 6 months for you to check if you need to empty the box.

What to do once the box is full?

Once your collection box is full collect it from the site holder. It is your responsibility to pay in the money from the collection box.

- Remove the security seal and empty the collection box to count the money inside. When counting the money you must have someone over the age of 18 with you.

- If you have multiple boxes from different site holders please count each separately and contact fundraising with a breakdown (you can still transfer the money as one lump sum)

- You must bank all of the money

Pay in at a bank

Lloyds Bank Bristol Branch
Account Name: HF Trust Ltd
Account Number: 01262850
Sort Code: 30-00-01

Please use your surname and Collection Box number found on base of can as reference.

Please ensure you follow the above guidance carefully as this will help save admin time.

hft Learning disability allies

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

By post

Send us a cheque payable to HF Trust Ltd and send to:

Hft Supporter Care Team, 5/6 Brook Office Park, Folly Brook Road, Emersons Green, Bristol BS16 7FL

Please don't send cash in the post.

Pay by phone

Make a payment over the phone with your debit or credit card. Contact our Supporter Care Team on 0117 906 1699 who will be pleased to help.

Pay to JustGiving

You can add the total to your JustGiving fundraising page as a donation, adding a comment to say that it is the total from your collection box.

Next steps

- If you wish to continue your collection, please contact Hft Fundraising who will supply you with new security seals (we will do this once we have received the money from the collection box).
- If the box is going to a new site holder make sure they have completed and signed the agreement form (supporter care will not send you seals until we have received the signed agreement).
- If you have finished fundraising please return the collection box within a month of completion to Hft Supporter Care Team, 5/6 Brook Office Park, Folly Brook Road, Emersons Green, Bristol BS16 7FL.

Questions?

If you have any questions please do not hesitate to contact our supporter care team by calling: 0117 906 1699 or emailing hello@hft.org.uk



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