

Collection tin request form

Collection tins can be a great tool for fundraising if you are holding a public fundraising day, or having a static collection in a public place like a bar or shop. If you are fundraising at home, or with friends, we suggest using our cardboard collection boxes. You can request these by emailing fundraising@westsussexmind.org.

Please complete and return this form to:

The Gateway, 8-10 Durrington Lane, Durrington, West Sussex. BN13 2QG.

or send a scanned version to: fundraising@westsussexmind.org.

1 To be completed by the person responsible for the collection tins

Name:

Address:

Postcode:

Telephone:

Email:

I agree to the terms and conditions provided in Part B

Signed:

Date:

2 To be completed by a second person who has agreed to be present when the collection tin is opened and counted

Name:

Address:

Postcode:

Telephone:

Email:

I agree to assist the collection organiser by being present when box seals are broken and money is counted.

Signed:

Date:

3

Terms and conditions



- Permission for a money collection must be granted from the appropriate persons. If the collection tin is for use in a private property, permission should be granted from the property owner. If the collection tin is for use in a public place, the local authority must be contacted.
- All collectors must be aged 18 or over for London, and 16 or over elsewhere.
- Any donations collected must be donated to West Sussex Mind, registered charity number 1155918.
- All donations collected must be submitted in full to West Sussex Mind. No deductions made for expenses or fees can be made.
- All collection tins and monies must be submitted to West Sussex Mind within one month of an event or collection.
- If the collection is static and ongoing, (e.g. a collection tin on a shop counter or bar), the tin must be emptied after three months and all donations must be submitted to West Sussex Mind. If you wish to continue your collection after three months, please contact West Sussex Mind, who will supply you with new security labels.
- A witness, over the age of 18, must be present at the counting of donations.

How we process the information you provide

We take your privacy seriously and promise to never sell your data. We will use the information you have provided to administer your collection tin request. You can find out more about your rights, how we use your personal information and how we keep your details safe and secure by reading our Privacy Policy. For more information, to update your choices or to stop us sending you updates contact our Supporter Relations team at fundraising@westsussexmind.org.



West Sussex Mind is a registered charity in England
Charity number: 1155918
Company number: 08884776