



Your guide to organising a bucket collection

Thank you so much for organising a collection with The Shakespeare Hospice. Your support means that we can continue to provide the Hospice's vital services across South-Warwickshire and the North Cotswolds. **You are amazing!**



Let's get started!

First of all, decide where you would like to collect. Do you want to collect in a high street? Perhaps you would like to collect at a shopping centre, a supermarket or even train station. Remember the higher the footfall, the more money you can raise.

Timing is key. You will need to plan in advance, as some permission can take weeks and sometimes months to arrange. Summer holidays, key events or even awareness raising days are a great promotion opportunity.

Permission

Here's the technical bit. Whichever location you choose, you will need to get the right permission to collect. If you would like to collect in high streets or public areas, you will need approval from your local council or Metropolitan Police. Please follow their guidelines. You can visit their website or give them a call; it's usually the licensing department that can help. They can explain how to get a permit.

If you are raising money on private property including supermarkets, shopping centres or train/tube stations you will need to seek permission from the Manager or person in charge. Try to get your requests in early and ensure you get your permission in writing.

You will need to register your collection with us or call 01789 266852 or email fundraising@theshakespearehospice.org.uk. We can then provide you with a 'Letter of Authority' which you must keep with you at the time of collection. We can also ensure you have the right equipment to support you throughout your fundraising!

Round up some volunteers!

Collections are fun! Even more so when you have friends and families supporting you on the day. You can also ask local volunteer and community groups to help out. Do remember to check if there are any restrictions on the number of collectors at your chosen location. Collectors must be 16 years or over.

Plan your day

In advance, plan where you would like your collectors to stand and create a rota if need be. Be sure to factor in plenty of breaks and keep hydrated and protected from any change in weather. Think of health and safety and how you will ensure money is collected, transported and stored.

Materials

We can provide you with essential collection material in addition to your 'Letter of Authority' such as t-shirts, buckets and other fun merchandise.

On the Day. Don't Forget

1. Don't forget to carry the 'Letter of Authority' issued by The Shakespeare Hospice and the permission to collect issued by the relevant authority.
2. Keep your collection buckets sealed and stored safely at all times.
3. Don't forget your bucket label so the public know you are fundraising for us.
4. Each bucket will be tagged with a unique reference number. Do make note somewhere safe which bucket you are passing to other supporters on the day.
5. Always take your collection to the bank the same day. Always count when possible, and bank money with another person.
6. Never leave your collection box unattended, ie. in your vehicle. Stay safe!

Top tips

1. Have fun! People are more likely to give if they see you smiling and genuinely enjoying your self.
2. Create a great impression, even if people choose not to give.
3. Be willing to ask people to help The Shakespeare Hospice.
4. Try dressing up! – It's a great way to catch people's attention!
5. Be sure to thank everyone who donates, 'Thank you and have a good day' it can really brighten up someone's day (we like brightening people's days) and remember to thank the venue/location for enabling you to raise much needed funds.
6. Remember to represent The Shakespeare Hospice in the best possible light.
7. When fundraising with the general public on behalf of The Shakespeare Hospice please ensure you are familiar with our vulnerable persons policy and guidance by visiting [this link](#)

Follow the fundraising code:

There are some important rules (Fundraising Regulator Codes and Conditions) which must be followed whilst undertaking fundraising activities on behalf of The Shakespeare Hospice.

- Please avoid causing obstruction, congestion and disturbing the public and local businesses.
 - Ensure you wear appropriate clothing and the T-shirts provided are clearly visible showing you are fundraising for The Shakespeare Hospice.
 - Do not smoke or fundraise under the influence of alcohol or illegal drugs in charity branded clothing.
 - Please do not act in any way that might cause members of the public to be or become startled, anxious or display any other behaviour that harms the reputation of The Shakespeare Hospice in the eyes of the public.
 - Don't take risks with health and safety.
 - Street fundraising must not commence before 9am Monday to Saturday or 10am Sunday and public holidays, or continue after 7pm on any day.
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How to send us the money you raise

Break the collecting seal on the bucket and count the funds. There must be at least one other person present for this, to witness the counting.

Once you've collected all the money from your collection there are lots of ways to pay it in:

By phone

Simply call us on **01789 266852** to make a donation by credit or debit card.

By post

You can download a form at bit.ly/payinginform. If you'd like our team to post one out for you, you can email us at fundraising@theshakespearehospice.org.uk or call us on **01789 266852**.

Fill in the form and post it with any cheques or CAF vouchers, made payable to The Shakespeare Hospice. Please do not send cash in the post. Address is as follows: **Church Lane, Shottery, Stratford-upon-Avon Warwickshire, CV37 9UL**.

Online

You can pay directly into our bank account with online banking. Our bank details are: **The Shakespeare Hospice, Barclays Bank, Account no: 30127353, Sort code: 20-48-08**

Please quote your unique reference number when you pay. If you do not know your supporter reference number please call us on **01789 266852**.

Returning Fundraising Material

Please do send back your Letter of Authority and fundraising materials and merchandise back to: **Church Lane, Shottery, Stratford-upon-Avon, Warwickshire, CV37 9UL**.

Any questions? Feel free to email fundraising@theshakespearehospice.org.uk or call **01789 266852**.