

Collectors Guidelines

These guidelines are written to comply with charity collection law and best practice, and will help to ensure your personal safety whilst collecting.

Before your collection

- If you wish to organise a street collection or a collection on private property (such as a supermarket collection), you need to request permission from your local authority or from the owner of the premises, and complete an application for a licence. Contact our team for advice at events@actionaid.org
- You will need to have signed ActionAid's Fundraising Agreement and to have secured an authorisation badge and certificate from us.
- Collections cannot be made by any person under the age of sixteen.



Your collection

- Standard collections should not be carried out outside the hours of 9am-9pm on a weekday and 10am-9pm on a weekend, but specific times will vary from council to council. Please contact your local authority to check the guidelines in your area.
- You must carry your authorisation badge and certificate of authority with you at all times. Don't forget to sign both of these before beginning your collection. Please also, if feasible, wear an ActionAid t-shirt to distinguish yourself and ensure your bucket is ActionAid branded.
- Please do not smoke or drink whilst taking part in your collection.
- Try to stand in open areas, where there's a lot of passing traffic, but without causing obstruction, congestion, inconvenience, annoyance or a nuisance to the public.
- Please ensure you are polite and courteous at all times and do not be disappointed if someone is not prepared to donate. Some people do not wish or are not able to make a donation. We recommend drawing attention to yourself by wearing bright colours and fancy dress and calling out about the charity. However, please do not follow or pursue any person, and try not to shake your bucket at people.
- **Have fun!** What you're doing is a great way to raise money for charity and change lives for good.

Your safety

- Please be aware of your personal safety whilst collecting. Ensure there are other collectors close by; stand in well-lit areas and by CCTV if possible.
- Ensure your collection bucket or tin is sealed at all times, using the stickers and/or ties provided.
- Where possible, try not to carry cash or buckets on public transport, and arrange to be collected by car or taxi.
- If anyone does try to take your bucket or threaten you, please put your personal safety first.

After your collection

- Open your collection tins and count the money in front of a witness. It is a legal requirement that this is someone other than a family member. Ask them to sign the witness form.
- Pay your money into any bank and send a cheque made payable to 'ActionAid' with your completed payment form to: ActionAid, Freepost (RTHU-HBYX-ZRZT), Chard, TA20 1FR.
- Please send us your witness form (stamped by the bank if paying in by giro) and authorisation badges. If you are using a plastic collecting tin or bucket please return it to the address above.

For further information call 01460 23 8000 or email events@actionaid.org