



Thank you for becoming a Canine Partners collection box holder. Every donation is gratefully received and goes towards supporting our life-changing work. This step-by-step guide will tell you all you need to know about what it means to be a collection box holder, as an individual, or on behalf of a group or company. To protect donors and the charity, we are bound by the Fundraising Regulator's Code of Practice (more information is at the end of this guide).

There are five types of Collection Box Holder:

- An individual for their use
- An individual for use at an event
- A representative of Canine Partners who is guardian of a box in a local establishment such as a pub (this would have no end date)
- A local Community Charity Partner (this may be for an agreed period of time, such as a calendar year)
- A corporate partner

Please read the steps carefully. There is additional specific guidance for some of Collection Box Holder roles.

Step 1: Certificate Of Authority

Please fill in your details, indicating how many boxes you would like. Please sign and return the form to collectionboxes@caninepartners.org.uk where it will be authorised and returned to you with your allocated Collection Box (s).

Step 2: Issuing Of Your Collection Boxes

We will send your Collection Box (s) to you with the signed and authorised Certificate of Authority showing the box number (s) issued to you. You will also receive a Notification of Monies Counted form and a couple of new Collection Box Seals.

Note: This box number is for use in the agreed location only, it MUST NOT be moved to a different location. If you wish to move the box to a new location then please contact collectionboxes@caninepartners.org.uk where you will be issued with a new number for the new location.

Collection Boxes left in public places MUST have a chain so they can be displayed securely.

Additional note for Canine Partners representative:

You will also receive some blank certificates for thanking collection box holders/ locations after counting.



Additional note for Corporate Partner and Community Charity Partner:

A named contact within your company will need to be responsible for your Collection Boxes and should hold the authorised Certificate of Authority and a Collection Box Record form showing the box numbers issued to you and/or the locations of your own counter boxes. You will also receive a Notification of Monies Counted form for every store to record the donations made and paid into your collection account. If you are using Canine Partners' boxes we will provide Collection Box Seals to re-seal boxes after emptying. If you are using your own counter boxes it is a legal requirement that these show the Canine Partners Logo with the charity's registration number.

Step 3: Emptying Collection Boxes And Counting Money

We request that all collection boxes are emptied by the 31st November each year, to ensure we can bring in all funds for that year by our year end, which is 31st December. We would appreciate your support in enabling this to happen.

When the boxes are opened we recommend that the money is counted in the presence of a witness.

a) Counting the monies

Open the box and count the monies with a witness, and complete the Notification of Money Counted form.

If at this point you wish to return the box, please let us know and we will arrange collection/postage. If you are keeping the box, then please place a new seal on it.

Additional note for a Canine Partners representative:

You can approach local shops, clubs, pubs, schools, in fact anywhere that you think would be a good place to collect donations and raise awareness of the charity. When you have found a venue for your collection box, please follow these three simple steps:

a) Show the Site Manager your CERTIFICATE OF AUTHORITY.

If you are asked to provide further ID, then we suggest you show them either your driving licence or passport.

b) Gain written permission to leave the collection box from the Site Manager.

Complete two copies of the AUTHORISATION TO COLLECT ON PREMISES form. Leave one with the Site Manager and post the other to your Community Fundraising Assistant or scan it and email to us.

c) Ask the Site Manager to let you know as soon as possible, if a box needs emptying, is lost, stolen or no longer required - your contact details can be found on their copy of the AUTHORISATION TO COLLECT ON PREMISES form.



Additional note for Corporate Partner and Community Charity Partner:

a) Counting the monies on-site

If emptying the boxes on-site please ensure the NOTIFICATION OF MONEY COUNTED form is signed and returned to your nominated company contact. You will have your own internal process for paying the donations to the charity but it should be noted that once a donation is made by a customer those funds belong to the Charity. It is therefore a legal requirement to keep these entirely separate from any other funds associated with your business, e.g by keeping a completely separate account for the exclusive use of these donations.

b) Counting the monies off-site

If it is not practical to empty a Canine Partners collection box on site e.g. if the shop is busy or under-going a re-fit, you can take the collection box away or empty the counter box and allow a representative of the company to count it off-site. Again it is best practice to do this with a witness present. *Then complete the NOTIFICATION OF MONEY COUNTED form.* Re-seal and return the box to the store or re-brand the counter box when available.

Step 4: Banking Money

There are three ways to bank money:

a) By Cheque

You can pay the cash into your account, then write a cheque payable to Canine Partners for the total raised and send this, together with your completed NOTIFICATION OF MONEY COUNTED form to Finance Department, Canine Partners, Ashby Road, Osgathorpe, Loughborough, Leicestershire, LE12 9SR

b) Via debit card

Please contact a member of the fundraising team on 01730 716000

c) Via our website

Select DONATE button on the home page, and select 'Volunteer Fund raising'. Enter the amount counted and select 'Collection box' from the fundraising activity drop down. Please provide details of location and/or person responsible in the 'additional information' box.

PLEASE NOTE: You must send us the full sum of monies taken from all boxes without any deductions. Any expenses should be submitted separately.

Additional note for Corporate Partner and Community Charity Partner:

The Finance team at Canine Partners will provide you with the BACS details of the account that the donations should be paid into upon request preferably in writing OR by emailing us at collectionboxes@caninepartners.org.uk .



Step 5: Returning Collection Boxes

If you are no longer able to be a Collection Box Holder for Canine Partners, please return your **CERTIFICATE OF AUTHORITY** to us, along with any Canine Partner collection boxes, seals and any spare forms. Please ensure our logo is removed from any in store counter boxes.

If a Canine Partners collection box is lost or stolen, please let us know immediately, preferably in writing OR by emailing us at collectionboxes@caninepartners.org.uk.

Additional note for a Corporate Partner and Community Charity Partner:

Managing Collection Boxes On Site

Your nominated company contact should keep the Collection Box Record up to date and ensure boxes are emptied regularly and notify Canine Partners after a box has been emptied and the money paid in. This can be a scanned version of the form.

Additional note for a Canine Partners representative:

Managing Collection Boxes On Site

Things can change over time so it's a good idea to check that all of your boxes are still at the site at regular intervals. One of the ways to do that is to ensure that all the boxes at the locations you represent are emptied and contents banked at regular intervals, at least once a year by 30th November, but quarterly if possible.

PLEASE NOTE You must send us the full sum of monies taken from all boxes without any deductions. Any expenses should be submitted separately.

Saying Thank You

A very important part of your role is saying thank you to the Site Manager.

Your pack includes certificates. You can fill these in yourself and give them to your Site Managers when you have counted the money in their Collection Box. Many pubs and shops like to put these on display so customers can see how much has been raised.

Let the team know at collectionboxes@caninepartners.org.uk if you think an additional thank you from head office is needed.

Legalities

This gives you some background information about why it is so important that the above guidelines are followed.

The Fundraising Regulator was created in July 2016 following concerns from the public about the way charities were soliciting money from vulnerable individuals and using their data. The regulator sets out the standards expected of all charitable fundraising organisations across the UK in relation to collections (Static Collections) made on behalf of a Charity. The key principles include:

- Ensuring the charity's logo and registered number is included on every box



- Fundraising organisations MUST ensure that accepted donations are used to support the cause
- Any funds collected on behalf of the Charity becomes the property of the Charity as soon as that donation is made
- That Charities must use due care in keeping track of the funds raised and the locations of any collection boxes (the UK government is particularly concerned that boxes are used lawfully and not for other purposes that may involve fraud or money laundering)
- A charity must monitor fundraising activities carried out on its behalf
- Organisers of static collections are those who hold primary responsibility for the collection
- Collectors MUST possess a letter of authority to carry out a collection on their premises
- All monies MUST be returned to the organiser/organisation without deductions of fees or expenses as soon as is reasonably practicable
- Fundraising organisations and organisers MUST keep separate records of income raised, and expenses/fees for maintenance and administration
- The fundraising organisation using static collection boxes ensures that it has sufficient control over the boxes and their use
- There is a legal requirement to include income from static collection box activity for the year in question in the annual return required by the Charity Commission in respect of registered charities

Thank you for helping us ensure we follow the Fundraising Regulators Standards.

Remember

We will keep you up-to-date with any changes to the *Step-by-Step guide* but if you have any questions please contact:

collectionboxes@caninepartners.org.uk or call 01730 716000