



Thank you for requesting a collection box/bucket to collect funds to support the work of The Salvation Army. Your support will allow us to continue to make sure we are there on the frontline for those who need us most.

Please read the guidelines below to help you with your fundraising:-

What can I do with the box/bucket?

- You can display this box/bucket in your place of work or business.
- You can ask your local supermarket to hold a bag pack or an activity like a static bike ride and take your collection box/bucket along.
- You can use this box/bucket to collect on private land with appropriate permission. For example, your home or a friend's if you are having a bake sale.
- You can use this box/bucket to collect on public land that is privately owned. For example, local open spaces, where the landowner's permission is obtained.

What should I think about when I'm using the static box/bucket?

- Make sure that the Salvation Army logo is always visible.
- Include a sign alongside the box/bucket with information about your fundraising challenge, so that the public know what you're involved in.
- If you're collecting money at a fundraising event such as a bake sale, quiz night or coffee morning, the easiest way to accept donations is by directing people to your online Justgiving fundraising page. If you have a JustGiving page you can use your fundraising page QR code to collect contactless payments- simply add /qrcode onto the end of your JustGiving URL and it will generate a QR code for you. You can add this to your sign.

You can [go here](#) to create your own page by selecting the orange 'fundraise for us' button. After you're all set up, you can share your new page on your social media, in emails or texts with friends, family and colleagues to raise vital funds. Please get in touch with us at challenge@salvationarmy.org.uk if you need any assistance in setting this up. Please follow our [Money Box Label Guidance](#) if you are collecting cash donations.

STATIC MONEY BOX / COLLECTION BUCKET GUIDELINES



- Always remember that you are representing The Salvation Army - please treat the public and your location with respect (you can see the Fundraising Regulator's guidelines for behaviour when collecting here: <https://bit.ly/fundguide8>).
- The collection box/bucket must be in the possession of someone over the age of 18.
- Please be aware of your surroundings and take safety precautions.
- Ensure your box/bucket is secure and never leave cash unattended.
- Bank cash as soon as possible after your collection.
- Please follow our [fundraising T's & C's](#) at all times.

What shouldn't I do when using the box / bucket?

- You shouldn't disturb the collection box/bucket seal until you are ready to open the box/bucket. This shows anyone who is donating that the box/bucket is an official collection box/bucket from the charity.
- You shouldn't obscure The Salvation Army logo or change the appearance of the box/bucket. For example, don't write on the activity you are doing onto the box/bucket itself.
- You must not shake your box/bucket.
- Don't collect in dangerous, isolated, or poorly lit areas.
- You must avoid causing an obstruction, congestion, or nuisance to any members of the public.
- Please do not plan to collect on the street. Local authorities only issue a limited number of collection licenses per year and we need to prioritise these for The Salvation Army.
- Please do not plan door-to-door collections. Our door-to-door collection license restricts this activity to our volunteers during our Big Collection Appeal.
- We ask that if you're planning to conduct any public fundraising activity during The Salvation Army Big Collection Appeal (Sept) that you contact us first so we can ensure fundraising activity is coordinated.

Static collections

Static collections involve the use of collection boxes which stay in one place – either on the floor or on counters in places such as shops, pubs, hotels, hospitals and reception areas. You must get written permission of the site owner or those with authority to give you permission to hold a static collection on the site.

Please follow the below steps when collecting on private property or organising a static collection.

- Request permission from the landowner/site owner.
- **Contact us** with the details of your collection.
- We will review your request and get back to you within 2 weeks.
- If your request is approved, we will send you a letter of authority. This letter shows that we are aware of and support your fundraising.
- We will email you a **Money Box Label Guidance** label for you to print at home and attach to your own secure box/bucket.

If you have any questions or problems along the way, just send us an email on challenge@salvationarmy.org.uk or give us a call on **020 7367 4819** and we'd be happy to help.

PAYING IN YOUR CASH

You did it! Thank you so much for working so hard to fundraise and support The Salvation Army.

There are many ways that you can pay in your hard-earned cash:

- If you already have a JustGiving page, this is the easiest way to pay in your offline fundraising. Simply open the box/bucket, count the money, add a donation to your JustGiving page and keep the cash.
- Alternatively, you can easily pay in your fundraising here [Fundraise for us | The Salvation Army](#)
- Give our friendly support team a call and you can make a payment over the phone- just call 020 7367 4800.
- You can send us a cheque- just make it payable to The Salvation Army, write your name and the name of your event (if applicable) on the back, and send it to:-

Freepost RUGC-XZAY-GRKG
Community & Events Fundraising Unit
3rd Floor
The Salvation Army
1 Champion Park
LONDON SE5 8FJ

- To return the box/bucket to us, please use the same packaging it came in and send to:

Salvation Army Trading Company Ltd
66-78 Denington Road
Wellingborough
Northants
NN8 2QH



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The Salvation Army 2023 The Salvation Army is a Christian church and registered charity in England (214779), Wales (214779), Scotland (SC009359) and the Republic of Ireland (CHY6399).

