



Best Practice for Running Fundraising Collections

Location of collection

Do:

- Contact your local authority if you plan to hold a collection in the street or by going from house to house. Also consider issues of personal safety.
- Ask permission of the relevant individual if you wish to hold the collection within a shop or business.
- Contact the charity or fund you wish to collect for and inform them of your plans.
- If you are the owner or manager of a store and wish to conduct a collection, think carefully about the placing of collection boxes, with regard to security. Try to avoid positions near an exit or entrance.

Collection Boxes

Do:

- Use a collecting box made out of a durable material such as metal, wood or plastic that can be securely sealed. It should be possible to tell if the seal has been tampered with.
- Label the box with the name, address and registered number of the charity or fund that is to benefit.
- Empty the collection boxes regularly, according to a pre-determined schedule.
- Bank the proceeds within one month of the collection.

Don't

- Use an open bucket or a box made out of cardboard or paper as these are not secure.

A list of suppliers of collecting boxes can be found on the [Institute of Fundraising website](#).

When counting the money

Do:

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- Count the contents in the presence of at least two people.
- Retain a counterfoil as a receipt and pass a second receipt on to the recipient.
- Submit all money collected to the fund.
- Submit any expenses separately to the fund.

Don't

- Deduct expenses from the money collected.

Further information:

Please see the [Institute of Fundraising's Codes of Fundraising Practice](#) on:

- [The Handling of Cash Donations](#)
- [The Management of Static Collection Boxes](#)
- [House to House Collections](#)

About the Institute of Fundraising

The **Institute of Fundraising** is the professional membership body for fundraisers, working to promote the highest standards in fundraising practice and management. The **Institute of Fundraising's** mission is to support fundraisers, through leadership, representation, standards setting and education, to deliver excellent fundraising.

Committed to raising standards in fundraising practice and management, we engage with charities, Government, media, the general public and other bodies to positively influence the UK fundraising environment. We work to nurture the knowledge and standards of all those who undertake fundraising, offering an extensive range of training and networking opportunities.

The Institute represents over 4,500 fundraisers and 280 fundraising organisations, providing information and support services for Individual and Organisational members.

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Please bear in mind that the Institute does not give professional legal or accounting advice, and while care has been taken with this briefing, you should seek advice before taking any actions or incurring costs.

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