

Collection tin request form

Collection tins can be a great tool for fundraising if you are holding a public fundraising day or having a static collection in a public place like a bar or shop. If you are fundraising at home or with friends, we suggest using our cardboard collection boxes. You can request these by emailing events@mind.org.uk

Please complete and return this form to
Freepost RTUG-HBJJ-RZLT,
Mind Community and Events team,
15-19 Broadway, London, E15 4BQ
or send a scanned version to
events@mind.org.uk

Part A: To be completed by the person responsible for the collection tins

Name: _____

Address: _____

Postcode: _____

Telephone: _____

Email: _____

I agree to assist the collection organiser by being present when box seals are broken and money is counted.

Signed: _____

Date: _____

Part B: To be completed by a second person who has agreed to be present when the collection tin is opened and counted

Name: _____

Address: _____

Postcode: _____

Telephone: _____

Email: _____

I agree to assist the collection organiser by being present when box seals are broken and money is counted.

Signed: _____

Date: _____

Part C: Type of collection

Please tick the type of collection you will be holding:

Public area collection, e.g. street collection
(permission needed from local authority)

Private venue collection, e.g. supermarket
(permission needed from venue)

Static collection, e.g. shop or bar counter

Duration of collection: _____

Location of collection: _____

Number of collection tins (maximum 3): _____

Date of fundraising event: _____



Part D: Terms and conditions

- Permission for a collection must be granted from the appropriate persons. If the collection tin is for use in a private property, permission should be granted from the property owner. If the collection tin is for use in a public place, the local authority must be contacted.
- All collectors must be aged 18 or over.
- Any donations collected must be donated to Mind, registered charity number 219830.
- All donations collected must be submitted in full to Mind. No deductions made for expenses or fees can be made.
- All collection tins and monies must be submitted to Mind within one month of an event or collection.
- If the collection is static and ongoing, (e.g. a collection tin on a shop counter or bar,) the tin must be emptied after three months and all donations must be submitted to Mind. If you wish to continue your collection after three months, please contact Mind, who will supply you with further security labels.
- A witness, over the age of 18, must be present at the counting of donations.

Participation fair processing notice

Any personal information you share will be used solely for processing your collection tin request. All request forms will be held securely by Mind.

We encourage a diverse range of perspectives, and are committed to ensuring equality of opportunity.

How we process the information you provide

We take your privacy seriously and promise to never sell your data. You can find out more about your rights, how we use your personal information and how we keep your details safe and secure by reading our Privacy Policy.

For more information, contact our Supporter Relations team at supporterrelations@mind.org.uk or on 020 8215 2243.

Contact us

For more information or support please contact the Mind Community and Events Team:

t: 0300 999 3887

e: events@mind.org.uk / community@mind.org.uk

mind.org.uk/events

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Registered Charity number 219830

