

For information about meningitis and septicaemia call:

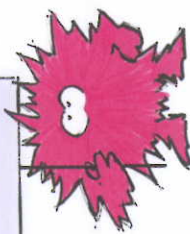
Freefone 24 hour helpline

080 8800 3344 (UK)

1800 41 33 44 (Republic of Ireland)



or visit our website www.meningitis.org



Company name: _____

Company type: _____

Address: _____

Postcode: _____

Telephone no.: _____

I hereby give my permission for a collection box to be held at the above premises.

Name: _____

Position: _____

Signed: _____

Date: _____

If you have any queries regarding your collection box(es) please contact Meningitis Research Foundation on 01454 281814.

Office use only: _____

Agent DN: _____ Holder DN: _____

Box No: _____ Date sent: _____

Collection boxes
Your guide to placing and looking after static boxes



Meningitis Research Foundation

Midland Way Thornbury Bristol BS35 2BS

Tel 01454 281814

email fundraising@meningitis.org

28 Alva Street Edinburgh EH2 4PY

Tel 0131 510 2345

email info@scotland-meningitis.org

71 Botanic Avenue Belfast BT7 1JL

Tel 028 9032 1283 email info@meningitis-ni.org

63 Lower Gardiner Street Dublin 1

Tel 01 819 6931

email info@meningitis-ireland.org

Offices: Belfast Bristol Dublin Edinburgh

A charity registered in England and Wales

no 1091105; in Scotland no SC037586

and in Ireland CHY 12030.



Fundraising Standards Board

Meningitis

Research Foundation

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Thank you for asking about taking a collection box to raise money for Meningitis Research Foundation. Your help is much appreciated.

Every year the Foundation raises thousands of pounds for the fight against meningitis and septicaemia by this tried and tested method.

These guidelines answer the most common questions about placing a box, but if you think of any more, do call us.

Getting permission – you have taken the first step by choosing a location for your box(es). Enclosed is a 'Site Holder Authorisation Form' for each box. You must get written permission from the manager/owner of the site where the box is placed (the Site Holder).

How to get your box – you must be over 18 years of age. Fill in the Agent Details on the form, then ask the Site Holder to fill in and sign the bottom of the form. Return the form to us and we will send the box to you ready to place at the site. We will also send an ID card for when you empty the box – please let us know if you need a replacement. We will also write to the Site Holder to thank them for having a box.

Placing the box – collection boxes should be placed where they can be fixed securely, like shop counters, bars or on office reception desks. If the Site Holder is happy to have them we can also send you some symptoms cards to help raise awareness of

the symptoms of meningitis and septicaemia, please let us know if you would like some of these. All boxes should come with a chain on them to allow them to be fixed. If your box doesn't have a chain please contact us immediately – *do not put the box out without a chain*.

When do I empty the box? You should aim to empty it when it's half full, and about once every two months is usually about right, but to start with it's a good idea to check on the box monthly, to see how quickly it fills.

How do I empty the box? Let us know that you are going to empty the box. We will send you a new seal for the box, a paying in slip (there will be a duplicate copy of this) and a new wrap if you need one. Count the money with the Site Holder.

What do I do with the money? Bank the money within 7 days of opening the box and return the duplicate part of the slip to us. We will send a letter of thanks to both you and the Site Holder.

If you can no longer look after your box – please let us know. You need to empty the box and pay the money from it to the Foundation. You then need to return the box to us, with your ID card and any unused stationery. We will write to thank the site holder for holding the box.

Thank you again for placing a collection box for us.

COLLECTION BOX SITE HOLDER AUTHORISATION FORM

Please complete this form by first filling in this side yourself. Then take it to the location that you will be placing the box and ask a person of authority there such as the owner, manager, landlord etc. to complete and sign the other side. Then return it to us at:

Meningitis Research Foundation,
Freepost BS7543
Bristol
BS35 2BS

You need to complete one form for every box that you are placing. Let us know if you need more forms

Your name: _____

Address: _____

Postcode: _____

Telephone No. Work: _____

Home: _____