

Collection Tins

Putting a collection tin (or several!) out in your local area is a super quick and easy way to fundraise throughout the year.

What you'll need

- Template letter provided by MRF
- Letter of authority
- Collection tin authorisation form - [Available here](#)
- Collection tins and security seals

Getting ready

1. **Getting permission** – Contact local businesses about leaving a collection tin in their shop/café/pub.
2. **Getting your tins** - If they say yes, ask them to complete the Collection Tin Authorisation Form, and send it to us on students@meningitis.org, we will then send you the required number of tins in the post

What next

- Ask the business-owner to contact you when the tin is full so that you can go in and empty it.
- Once the tin has been emptied, you **MUST** re-seal it with security seals before returning it to its location.

Top tips

- Look to securing a location for your tin(s) as early in the year as possible – you'll raise a lot more if it is out for the entire year as opposed to just a couple of months!



Connie raised £530.95 by having multiple tins at her local pub!

[RECIPIENT'S NAME]
[RECIPIENT'S ADDRESS]
[TODAY'S DATE]

[YOUR NAME]
[YOUR ADDRESS]

Dear [RECIPIENT'S NAME],

My name is [YOUR NAME] and I am a student at [UNIVERSITY]. In [MONTH] 2018 I will be undertaking [CHALLENGE], as part of a project run by [UNIVERSITY] Raise and Give (RAG), raising money for Meningitis Research Foundation (registered charity no. 1091105). I am tasked with fundraising [TARGET] for the charity through this challenge, and am fundraising throughout the academic year to do so. I was wondering if [RECIPIENT NAME/COMPANY] would be willing to allow me to leave one or several collection tins in your [SHOP/CAFÉ/PUB] to help me with my fundraising.

Optional: add section about your connection to the company (e.g. if you know someone who works for them etc.)

Should you be happy to allow this, the money raised would go towards the work of Meningitis Research Foundation, who are fighting to create a world free of meningitis and septicaemia. Students are the second largest at risk group (after babies and toddlers), which is why, as a student, this charity appealed to me as a particularly worthy cause. The money that is raised for this amazing charity will spent on conducting research into prevention detection and treatment of the disease; raising awareness of meningitis and its symptoms and the available vaccinations etc.; and providing support for those who have been affected by the disease. Please find attached a letter from the charity authorizing me to fundraise on their behalf.

Alternatively, if you would like to make a donation to my cause, I have an online fundraising page where you can make donations directly which is linked below:
[LINK TO YOUR FUNDRAISING PAGE]

If you have any questions about the [KILIMANJARO/EVEREST/MARATHON] challenge or the charity, or if you would just like to find out more, please contact me at [YOUR EMAIL ADDRESS] or on [YOUR PHONE NUMBER].

Thank you kindly for taking the time to read about my project; I look forward to hearing from you soon.

Yours sincerely,

[YOUR SIGNATURE]

[YOUR NAME]