# **Collections Tins**

## An easy, long-term source of income through the year which can really help give a big boost to your hardest working fundraisers who may need some extra support for some milestones!

## **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**
3. **Group Fundraising:** You can decide to allocate tins to certain participants or be responsible for them yourself and split the money to your participants in need of most support at their milestones.

## **What you’ll need**

* Template letter provided by MRF
* Letter of authority
* Collection tin authorisation form
* Collection tins and security seals

## **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.
* At the end of the year, bank the money and ask the venue owner if the collection tin can stay put over the summer. You can let next year’s Challenge Leaders know that it is there so they can use for their team.

## **Top tips**

* Pick busy shops/stores such as Aldi where you can as you could put multiple tins out which will get full monthly
* 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!