

Fundraising Guidance on Static Collections



Thank you for choosing to support the ME Association by fundraising with our collection boxes. Here are some tips to maximise your fundraising efforts.



- 1. Preparation:** Ensure that each box is labelled with the box location and your contact details, so that you can be easily informed when it is full.
- 2. Get Permission:** Always seek permission from the owner or manager of the location before placing a collection box. Give some background on why you are collecting for the ME Association.
- 3. Choose High-Traffic Locations:** Ask to place your collection boxes in areas where there is high foot traffic and clearly visible, such as near a till. Ensure the box is near a member of staff if in shop or public place. Ensure the box is secured with the chain provided.
- 4. Check in regularly:** periodically check on the collection box to ensure it's not full and to thank those who have donated.
- 5. Stay Safe:** Always prioritise your safety when collecting donations. Avoid placing collection boxes in isolated areas and be cautious when handling cash.
- 6. Say Thank You:** through a thank-you letter highlighting the amount raised, social media shout-out, or personal acknowledgment. Showing appreciation encourages continued support.

Counting and Banking

- All collection boxes should be regularly opened and the contents counted, even if they are not heavy, sometimes it's notes!
- At least 2 people (not related) are involved in handling and recording the money received. You should keep a copy of your record of collection and all the paying in banking slips.
- All cash you collect should be banked as soon as possible without deducting expenses.

Please pay funds in using: <https://meassociation.org.uk/donate>

Please add details of you collection in the box which asks about your reason for giving.

Thank you for your generosity and support!



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Registered Charity Number 801279



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