



# FUNDRAISING IN AID OF

40 YEARS OF  
COMIC  
RELIEF



FRIDAY 21 MARCH

Insert fundraisers name and contact details below:

020 7820 2000    [comicrelief.com](http://comicrelief.com)

Comic Relief is the operating name of Charity Projects, registered charity in England & Wales (326568) and Scotland (SC039730) and company limited by guarantee registered in England & Wales (01806414), registered address 6th Floor, The White Chapel Building, 10 Whitechapel High Street, London, E1 8QS.



# BUCKET COLLECTION GUIDANCE



Thank you for planning a bucket collection for Red Nose Day. To make sure your fundraising is safe, legal and considerate, please follow the guidelines below.

## Street collections

If you're holding a collection on the street you'll need to obtain a licence from your local authority, or if you're in Greater London from the Metropolitan Police.

## Collections on private property

If your collection is open to the public but being held on private property (e.g. within a shopping centre or rail station) you must obtain permission from the landowner or manager.

## House-to-house collections

We do not permit house-to-house collections as we're not authorised to fundraise in this way.

## Static collections

You don't need a licence to place a static collection box/bucket in a shop or business, just permission from the business owner.

## Handling donations

The Code of Fundraising Practice and Guidance offers best practice and legal guidance on the handling, receiving, and counting of money donated to Comic Relief. To find out more, please go to [www.fundraisingregulator.org.uk/guidance/topics/cash-collections](http://www.fundraisingregulator.org.uk/guidance/topics/cash-collections)

## Paying in your money

For information on how to pay in your money, please go to [comicroelief.com/fundraise/pay-in](http://comicroelief.com/fundraise/pay-in)

## Dos and Don'ts

### Do

- Use a Red Nose Day bucket label and ensure that it's clearly visible.
- Ensure that your bucket is secure, with either a lid or a seal so people can't see the cash.
- Write your name and contact details in the space provided on the bucket label.
- If you're ever challenged while handling cash, hand over the money without resistance and immediately report the incident to the police and then to Comic Relief.
- Bank cash as soon as possible after collection.
- Consider other means of payment including using JustGiving page QR Codes.

### Don't

- Cause, or be likely to cause, danger, obstruction, inconvenience or annoyance to any person while carrying out your collection.
- Shake the bucket while carrying out your collection.
- Leave cash unattended.