

COLLECT FOR COMPASSION

www.ciwf.org.uk/fundraise

Become part of our growing army of collectors and organise a collection in your local area. Take to your high street or train station with a tin to raise vital funds for our campaigns and promote farm animal welfare issues.



"I recently organised my first train station collection. It was great fun and the support I received from Compassion, the station manager and the people who gave at the station was fantastic. This is an easy, fun and effective way of raising funds for farm animals"

Helen Diack – Group Contact for Compassion in Mid Sussex

There are a number of ways to carry out a collection for Compassion in World Farming and we have lots of handy tips and hints to help you along the way.

1. COLLECTING ON PRIVATE PROPERTY

Private property includes places such as **train stations** and **supermarkets**. Busy spots like these ensure that fantastic totals are collected for Compassion!

Make your initial enquiry

Contact the manager of the place you want to collect and request details of their application process.

Check with your council

Double-check whether or not you need a collection permit from the council. Generally, a council permit is only required if you will be positioned outside but it is advisable that you check first.

Complete the application process

This process may vary quite significantly. Some places may have a particular sequence of actions that applicants must follow, others may simply ask for a letter and some information about the beneficiary (Compassion in World Farming). Once the manager has approved your application to collect on their premises, please **call Supporter Services on 01483 521 953** and let us know when your collection date is set for.

Collection kit

Once we know about your collection we can send you your collection tins, tabards a selection of leaflets and poster and your paper work. We can also contact local Compassion supporters to help you on the day.



AFTER THE COLLECTION

Thank the staff and customers

Write to the manager of the station or store and thank them for allowing you to collect. You could also enclose a certificate of thanks to the staff and customers. We can send you examples of the letter and certificate if you would like to do this.

Check!

You should always check that you have followed all of the post-collection procedures stated in the manager's initial letter and the council's regulations (if appropriate to your collection).

Send us back your collection kit!

As soon as you can, please send us back all the collection materials by Parcel Force post. We will give you the number to call Parcel Force to arrange collection of the parcel. Postage will then be charged to Compassion in World Farming.

Your parcel should contain the following:

- Your **cheque** from the proceeds of the collection (you should bank all the change into your account), made payable to Compassion in World Farming.
- The **Authorisation Form** and **Registration Form** of your collectors so that we can allocate the individual contributions to the supporter records.
- The emptied collection tins any tabards and petitions/sign-up sheets

2. COLLECTING ON PUBLIC PROPERTY

Make your initial enquiry

You can write to or telephone your local council. Ask to speak to the Licensing Department, as they usually deal with street collections. If you are going to write, you may wish to use our suggested wording in the 'APPENDIX' at the end of this section.

Fill in the application form

The council will then send you an **application form**. You can fill this in with your preferred dates and send it back to them. There are answers to questions that you may find on the application at the end of this section. You may need to send supporting documentation with your application, such as copies of our leaflets and our latest audited accounts. Please contact the Supporter Services Team if you need these documents.

If you wish to hold an information stand at the collection, you may need to attain separate permission for this from your council. Look out for this on application forms.

Confirmation

Once your council has everything it needs from you and your application is approved, the Licensing Department will then send you a **permit** which you should keep in a safe place. Once you have this **contact Supporter Services on 01483 521 953** to let us know when your collection is taking place. We can help you by writing to local supporters to rally-up as much help as possible.



Collection kit

Once we know about your collection or information stall we can then send you your collection tins, tabards, a selection of leaflets and posters and your paper work (Donation Form, Authorisation Form, Registration Form). We can also contact your local Compassion supporters to help you on the day.

AFTER THE COLLECTION

*** * *** There are a number of legal requirements following a street collection.

They are not the same for every council, so we **strongly recommended that you read the terms and conditions** sent to you with your permit. *** * ***

Some usual requirements include:

Write to your local newspaper

The following is an example of the wording that you can use:

*“Thank you to the people of [name of town] for raising £ [amount] during my street collection on [day and date] in aid of Compassion in World Farming. All proceeds will go towards Compassion in World Farming’s work to advance the wellbeing of farm animals worldwide.
For further information please contact.....”*

Complete the Form of Statement

The Form of Statement will be enclosed when your council sends you the collection permit. It is a record of the amount of money raised and the disposal of the balance to us. After your collection, this Form of Statement has to be signed by an accountant. If you do not have an accountant, then we are happy for you to complete the first part of the form (which has to be signed by you, the permit holder) and then send it to Supporter Services, along with your press cutting. We will then arrange for the form to be signed by our accountant and will return it to your council, together with your newspaper cutting or a letter on your behalf.

Send returns to the council

You must then post a number of documents back to the council. These usually include:

- A **copy of the letter** that you sent to the newspaper or a **copy of the press cutting** from your local paper
- **Form of Statement** – as explained above
- A **copy of the registration form** with a list of collectors, their addresses and how much each collector raised;

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- The emptied collection tins, any tabards and petitions/sign-up sheets

We have collated all these hints and tips to help you fill in all the forms quickly and easily and to speed up the 'paperwork' side of organising street collections.

Example letter to your council:

Street Collection Permits for [date]

Compassion in World Farming is a not-for-profit organisation which campaigns peacefully to improve the welfare of farm animals worldwide. It uses the opportunity of holding street collections in order to help with raising funds and to raise awareness of the many welfare problems which farm animals endure in factory farms and through the trade in live animal exports and long distance transport.

I should therefore be very grateful if you would consider issuing me with a permit to hold a street collection in [town / city] on behalf of Compassion in World Farming on [date] and I would appreciate it if you could also authorise a small information table (for leaflets & petitions).

Handy information for the application form:

Compassion in World Farming's registered charity number is 1095050

Chief Executive/Secretary:	Mr Philip Lymbery
Treasurer/Head of Accounts:	Mr Robert Foord Qualification: CPFA
Method of collection:	Sealed collecting tins/buckets
Identity of collectors:	Badges and copy of permit
Auditors:	Carpenter Box, Grafton Lodge, 15 Grafton Road, Worthing BN11 1QP
Tel:	01903 234 094
Bank:	Natwest, 4 High Street, Petersfield, Hampshire, GU32 3JF
Sort Code:	60-16-26
Account Number:	66423848

100% of the proceeds towards Compassion in World Farming campaigns
No payment/expenses will be made to collectors

3. COLLECTING THROUGH TINS IN SHOPS

Do you know a friendly shopkeeper who is sympathetic to animal welfare? Perhaps they would like to have one of our shop collecting tins on display and help raise funds for our work?



Compassion have plenty of tins to go around and this is a really simple way to help raise funds. All we ask is that you return the proceeds from the tin to us every three months and we will provide certificates to the stores so they can show off their support for Compassions work to their customers.

To apply for a tin at your friendly store simply complete the **TINS APPLICATION FORM** at the back of this pack and we will get materials out to you straight away!