

How to organise a street collection

Collections are a great way to support Pancreatic Cancer UK, raise much needed funds, as well getting out and meet new people. Below is all the information you need to organise a successful collection.

Venues

Choose venues which will allow you access to a large number of people. Shopping centres, supermarkets, football grounds, cinemas, theatres, pubs, clubs and railway stations are all good places to try. Check out the site beforehand if possible to mark out the best collecting spots, this will save time on the day, and think about the best time to do your collection.

Permits

- Organise a date when there is no other collection taking place.
- If you are collecting on private property, such as in a theatre or railway station, permission needs to be given in writing, usually in advance, by the owner or manager.
- To hold a collection in the street or on other public land, you will need to allow at least two months to apply for a special license from your local authority. Most authorities will publish information about this on their websites, and will have dedicated staff to advise you.
- If your collection is outside a shop or a station, you must also make sure in advance that you have written permission from the store or station manager as well as the local council.
- You must take along a copy of the letter or license granting permission to collect on the day when you do the collection. We can provide a letter confirming you are collecting for Pancreatic Cancer UK if needed.
- Make sure that your collection tins or buckets are sealed with the lid and seal stickers we can provide, to assure the public that your collection is approved and professionally organised. Pancreatic Cancer UK can provide these.
- Do not open the collecting tins or buckets while the collection is in progress. If the tins become full, lock away the full tins and start over with new, empty tins. Wait until you are in a private, secure place after the event to break the seals, open the tins and count the money.

Making the most of your collection

Stand where you can be seen - this gives people the time to think about giving. Make sure to smile and be friendly, but please don't be aggressive or annoy people. Do not pressurise people to donate and do not behave in a manner that reflects badly on Pancreatic Cancer UK. To make the collection more fun you could always take part in fancy dress.

We can provide you with collecting tins or buckets as well as balloons, stickers and information literature to help with your collection.



Organising some little helpers

The more helpers you have the better. Please note however, that although they can help, no-one under 16 can legally collect money. If you have persuaded friends to help you with your collection, you will need to make sure everyone knows where they need to be and when. Do also use our leaflets or website to make sure everyone knows something about the charity and is able to give out information to any interested members of the public.

Top tip

Take a camera with you – photos are a good way to let people know how well you did and good to put in your local paper. We also love to see digital photos of your fundraising ‘in action’ and you might even see yourself on our website.

After your collection

Make sure that the money is stored in a secure place and if you are carrying large amounts of money be vigilant about personal security. Always use a safe route and be accompanied.

Open the collection boxes by removing the seal sticker and prising out the plastic plug in the top, or remove the white lid from the bucket/s. You then need to add up the money, and send us a cheque for the total collected. Please do not send cash through the post. Please make sure all cheques are made payable to Pancreatic Cancer UK and enclose either your completed remittance form, or a note to say who you are and how you raised this money so that we can acknowledge your gift. Please return the EMPTY collecting boxes or buckets to us so another supporter can use them.

Good luck!

Can we help? If you would like any more information and advice please contact the Fundraising Team on 020 3535 7099 or at fundraiser@pancreaticcancer.org.uk