



# How to organise a bucket collection

You can support Pancreatic Cancer UK by organising a bucket collection to raise vital funds.

Help support people now and transform the future for everyone affected by pancreatic cancer.



## Get Started

### 1. Pick a location, date and time for your collection

A good location is essential. Think about places in your local area that have a lot of footfall, such as supermarkets, shopping centres, football grounds or railway stations and check them out in advance. Choose a date when there are no other collections and make sure your collection takes place during a busy period.

### 2. Consider the legal stuff

You will need a special license and written permission for holding a collection on private property or public land. See below steps to take to obtain this:

- Contact us at [fundraise@pancreaticcancer.org.uk](mailto:fundraise@pancreaticcancer.org.uk) and we'll provide a letter confirming you would like to organise a collection.
- Speak to the person responsible for the location, and ask if you can hold a charity collection.
- Gain a license and written permission from the responsible party for holding the collection.

### 3. Recruit some helpers

We recommend completing your collection with at least one additional person. This will make your collection more enjoyable and safe. Under 16's can help on the day but are not legally allowed to collect money.

# Before

- **Email [fundraise@pancreaticcancer.org.uk](mailto:fundraise@pancreaticcancer.org.uk) or call 020 3535 7090. We will provide you with collection vessels and branded materials.**
- Share your plans with friends, family and colleagues. Use social media, and reach out to local media too! And remember to ask the venue you're collecting in to promote it.
- Make sure you have all your documentation and that your collection tins or buckets are sealed with the lid and seal stickers we provide

# During

- Stand where you can be seen, smile and be friendly. Please don't be aggressive or pressure people to donate and make sure not to shake your bucket - it might seem harmless, but it's actually illegal. Don't forget to say a huge thank you for every donation, no matter the amount.
- It is important to not leave your collection tins or buckets unattended while the collection is in progress and don't open the collection tins or buckets whilst collecting. Wait until you are in a private and secure place after your collection to break the seals, open the tins and count the money.

# After

- When transporting your collected funds, always be vigilant about your personal security and don't be on your own. Count your funds accompanied by another person as soon as you safely can.
- You can find out how to donate on this page here <https://www.pancreaticcancer.org.uk/get-involved/fundraise/fundraising-faq/>
- We would really appreciate it if you could send your collection tins or buckets back to us so that someone else can use them in the future; Pancreatic Cancer UK, Westminster Tower, 3 Albert Embankment, London, SE1 7SP