

Fundraise Your Way

Bucket and Tin Collections



In support of:

North Manchester General Hospital
Manchester Royal Infirmary
Wythenshawe Hospital
Royal Manchester Children's Hospital
Manchester Royal Eye Hospital

Saint Mary's Hospital
University Dental Hospital of Manchester
Withington Community Hospital
Trafford General Hospital
Altrincham Hospital

Manchester Foundation Trust Charity is registered with the Charity Commission as
Manchester University NHS Foundation Trust Charity. **Registered charity 1049274.**



Manchester Foundation
Trust **Charity**

Our family of hospitals



North Manchester
General Hospital **Charity**

North Manchester General Hospital has a full Accident and Emergency Department, which includes a separate paediatric A&E unit. It also offers a full range of general and acute surgical services and is the base for the region's specialist infection disease unit.



Manchester Royal
Infirmary **Charity**

Manchester Royal Infirmary cares for over 630,000 patients every year with over 135,000 people attending our Accident and Emergency Department. The hospital provides specialist services in haematology and sickle cell disease and is a specialist regional centre for kidney and pancreas transplants.



Wythenshawe Hospital
Charity

Wythenshawe Hospital is a major acute teaching hospital that provides district general hospital services and specialist tertiary services. The hospital's main specialisms include cardiology and cardiothoracic surgery, heart and lung transplantation, respiratory conditions, burns and plastics, cancer and breast care services.



Royal Manchester
Children's Hospital **Charity**

Our young patients come to **Royal Manchester Children's Hospital** from across the North West but also nationally and internationally. As the largest single site children's hospital in the UK, Royal Manchester Children's Hospital offers specialist services including bone marrow transplantation and paediatric intensive care.



Manchester Royal
Eye Hospital **Charity**

Since 1814 **Manchester Royal Eye Hospital** has provided world class ophthalmic care to the people of Manchester, today providing an extensive range of eye services for both adults and children across the North West and beyond.

Our family of hospitals



Saint Mary's Hospital
Charity

Saint Mary's Hospital has successfully developed a wide range of world class medical services for women, babies and children as well as a comprehensive Genomics Centre and Sexual Assault Referral Centre (SARC).



University Dental Hospital
of Manchester Charity

The **University Dental Hospital of Manchester** is one of the major dental teaching hospitals in the UK. The hospital provides specialist treatment and the highest standards of care for patients in a number of areas including oral and maxillofacial specialities, restorative dentistry and child dental health.



Withington Community
Hospital Charity

Withington Community Hospital provides specialist care to those patients requiring diagnostic treatment, day surgery and community services. The hospital's main specialisms include dermatology, urology, audiology, ENT and therapies.



Trafford General
Hospital Charity

Trafford General Hospital is a district general hospital providing a range of services to patients in its community, including general surgery and medicine, children's services, cardiology, elderly care, dermatology and rheumatology.



Altrincham
Hospital Charity

Altrincham Hospital opened in April 2015 and is a purpose-built facility providing a high quality, modern, user-friendly environment for patients and staff and a range of general and specialist outpatient and diagnostic services.

Let's get started

Organising a bucket or tin collection is a simple and effective way to raise funds for our Charity. Our guidelines will outline the different types of charitable collections you can get involved with and the rules associated with each.

Private property collections

If you plan to hold your collection on private property which is open to the public, for example within a shop, you will need to obtain permission from the landowner or manager of the property. This includes places that you may not naturally think is private property, such as shopping centres and railway stations, so it's always worth checking. Once you have been granted permission, you will need to share this with the Charity team before we can provide you with the appropriate collection buckets, stickers etc. so that you can undertake your collection.

Street collections

If you're planning to hold a street collection, you will need to obtain a special licence or permit from your local council which can be found here: [gov.uk/find-local-council](https://www.gov.uk/find-local-council). If you require any information from the Charity team to aid you in your application, please get in touch. Please note that some councils can take over four weeks to process an application and/or may allocate weekend dates months in advance, so do take this into account when you are planning your collection. Depending on the council, you may need the return form signed by an accountant. The form is used to show the council how much you have collected. If you are planning to collect in public areas whilst undertaking a sponsored walk, please note that you will require a permit from each local council your route passes through.

Tins, buckets and more

We have a range of items for collecting donations including buckets, plastic collection tins, contactless money tins and cardboard collection boxes for our fundraisers to use or to be placed in shops, cafés or businesses. Please get in touch with your named Charity contact or telephone **0161 276 4522** to discuss your requirements and we can advise what would be best for your activity or chosen location.



What happens next?

Get in touch

If you are planning to start a collection, we would love to hear from you! We can advise on whether you will need a permit for your collection and provide you with a letter of permission for you to use in supermarkets and shops.

Other fundraising materials

Once your collection has been approved, we will send you some charity fundraising materials such as balloons, t-shirts, sashes and buckets to help support your fundraising. Don't worry – we will discuss all of this with you before your fundraising begins!

On the day

Make sure you keep your permit or permission letter with you whilst you're fundraising, and take the time to read through our guidelines on cash handling so you're comfortable with counting and banking the money you have raised safely.



Useful hints and tips

Remember to wear your Charity t-shirt or sashes! Our branded items will be sure to grab people's attention and indicate what you are fundraising for. Why not take it a step further and add some fancy dress options to your outfit? Our volunteer sashes are perfect to wear with fancy dress garments.



- **If you are collecting in a public place –**
Station yourself at main entrances/exits or at a place where most people are likely to be slowing down and/or have their wallet, purse or phone handy, such as the ticket barriers at a train station. Although please be sure not to cause an obstruction. Most permits will specify where you can stand if you are collecting in a public location.
- **Familiarise yourself with the Charity!**
Before you set out on your fundraising activity, please take the time to learn a little about the Charity and the hospital you are supporting. There is information about the Charity and how we support our family of hospitals on our website mftcharity.org.uk – if you would like to talk through this before your collection, please do get in touch with your named Charity contact.
- **Please read the conditions of your permit from your local council carefully.**
In addition to any conditions, whether on private or public grounds, shaking the bucket or collection tin is not allowed but there are other ways to attract attention!
- **Never put yourself at risk!**
If anyone tries to take your collection bucket or tin – let them. We strongly advise you do not defend or fight off anyone that is trying to steal your collection money. We value your safety more than the contents of a collection tin. Such an incident is incredibly rare. If it does happen, please report it to the police and let the Charity know as soon as possible.
- **Make sure your collection bucket or tin is visible to passers-by so that they can clearly see that you are fundraising on behalf of our Charity.**
- **Be polite whilst you are fundraising!**
Make sure that you make eye contact with people and don't forget to wear a smile. Try not to approach the same person twice and do not pressure people to donate.
- **Please do not smoke or consume alcohol whilst you are collecting donations and/or whilst you are wearing a Charity t-shirt.**

“ It was such fun collecting donations as part of our fundraising. We got a great group together and raised over £600 in a few hours! ”

Ken B, from Sale.

Safety guidance

If you have been sent a bucket for your collection, this will come with an accompanying security seal sticker. The sticker should not be tampered with. We recommend that you do not open your bucket at any point during your collection.

- You should avoid taking your bucket/collection tins or collection cash on public transport. Where possible, try to drive and park near the venue where you are conducting your collection or perhaps ask someone to drive you home once you are finished.
- Collectors must be aged 16 and over. Anyone under the age of 18 that is collecting on behalf of the Charity will need to be supervised by an adult at all times.
- You will also need to comply with the rules and regulations of the venue. Be sure to check with them what you can and can't do as soon as you arrive on the day of your collection.
- And remember to carry your letter of permission and/or permit with you whilst you are collecting. You may also be asked to supply a personal form of identification too so make sure you have this with you on the day.
- Please do not conduct any door to door requests for donations or sponsorship in aid of the Charity. These require a license from local authorities. Please note that we never authorise any door to door collections.



After your fundraising

Cash handling

Please ensure you have two people present when counting your collection money. You should do this in a secure location and not in public.

How to pay in your money

Once you have collected all of your donations in full they should be sent to the Charity within six weeks of collection. Please get in touch with your named Charity contact to discuss your options to pay in your fundraising.

And one last thing...

If your collection took place in a public place such as a supermarket, let the venue know how much money you have raised and thank them for their help.

If your collection required a permit, you may be required to complete a return form detailing how much money was raised. Some councils require you to inform the local paper. If this is the case, please ensure you do so. The easiest way to do this is a 'Letter to the Editor' with the total amount collected and thanking the people where your collection took place.

Please check out our How to Keep it Safe and Legal guidelines, which you will have received along with this pack, for everything you need to know to ensure your fundraising is above board.



Get in touch

Contact the Charity team

charity.office@mft.nhs.uk

0161 276 4522

mftcharity.org.uk



As a charity our mission is simple: to support the excellence in treatment, research and care we provide to our patients each and every day.



We would love to stay in touch!

Sign up to receive our regular e-newsletter at mftcharity.org.uk/keep-in-touch

  Manchester Foundation Trust Charity

 @MFT_Charity  @MFTCharity

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Manchester Foundation Trust **Charity**