

# HOW TO ORGANISE...

## A COLLECTION

### SUPERMARKET COLLECTIONS

- Write to your local supermarkets asking whether they grant permits for collections at their shop, and, if so, whether the CF Trust might be considered for one of these permits.
- Make sure you check with the supermarket how many collectors are allowed at any one time.
- Try to get as many friends or local supporters as possible to help you - it is much nicer to just collect for a 2 hour shift than for the whole day.
- Contact your Regional Fundraising Manager who will order collection boxes and stickers for you.
- After the collection write to the supermarket and let them know how much was raised - this is also a good opportunity to request a date for next year!
- You could also approach other big stores such as DIY stores and local sports grounds for a match day collection.
- It is illegal for anyone under the age of 16 to collect.



### STREET COLLECTIONS

- You **MUST** have a council permit to hold a street collection. Call your local town/county council and ask about their permit application process. Collections in bigger towns often get booked up a long way ahead, so be prepared to book a date several months in advance.
- Most council's permit application forms need the signature of someone at the benefiting charity, so contact your Regional Fundraising Manager who will be able to help with this.
- Check with the council what the maximum number of collectors you can have is.
- Once you have a date, speak to friends, family, local supporters and even local students (over the age of 16) to see whether they will help with the collection.
- Call your Regional Fundraising Manager and order enough collection buckets and lids for all your collectors.
- On the day, put a few coins in the bottom of each bucket before you start as this will make an encouraging rattle.
- **BE ENTHUSIASTIC**, you'll collect more money this way!
- Do not open the buckets at any point during the collection. Maybe order a few spares so that if they get too heavy you can swap them for new ones. If you do this, make sure someone is with the full buckets at all times.
- Once the collection is over and you have counted the money, be sure to fill in the return form to the council stating the amount raised. Also, some councils require you to advise the local paper of the amount raised - if this is a requirement, ensure that you do it, or the council are unlikely to grant another permit to the CF Trust.
- You can also apply to indoor shopping centres for a collection permit.
- Some people like to dress up in fancy dress for street collections as this can draw more attention to them and help to raise more money.

### HOUSE TO HOUSE COLLECTIONS

- The first thing to decide is whether you want to use collection envelopes (which you post through letter boxes and call to collect a few days later) or collection boxes for your house to house collection.
- Talk to friends and other local supporters to see whether they are willing to take part, and which streets they can cover.

[www.cftrust.org.uk](http://www.cftrust.org.uk)

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Patron: HRH Princess Alexandra, the Hon. Lady Ogilvy, KG, GCVO President: Duncan Bluck CBE

Cystic Fibrosis Trust registered as a charity number 1079049

A company limited by guarantee registered in England and Wales number 3880213

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- Once you have decided on the dates of your collection, contact your Regional Fundraising Manager who will be able to order permits and collection boxes/envelopes for you.

## FOR COLLECTION ENVELOPES

- Deliver envelopes and permits to all of your helpers, and make sure you know exactly which streets each person is covering - it is very important not to duplicate houses.
- When delivering envelopes and collecting them up again, it is very important that all collectors have their collection permit with them at all times - otherwise the collection is illegal.
- Collectors should post the envelopes through the letter boxes of all the houses they are covering.
- Aim to return to the houses between 2 and 4 days later. Early evening tends to be a good time to collect the envelopes back.
- Be systematic when collecting the envelopes back in, and note down any houses who didn't answer the door so that you can try them again the next day.
- When people answer the door always be polite, even if they are not.
- For safety reasons always let someone know when you are going out collecting and when you return home. Never go into anyone's house.
- Always take spare envelopes around with you in case people say they have lost the original envelope.
- When all collections are complete, the collection organiser should collect all returned envelopes from their helpers and then count the money.
- Send a cheque for the total, along with the House to House Collection Return Form to the CF Trust head office.

## FOR COLLECTION BOXES

- Deliver the collection boxes and permits to all your helpers, and make sure you know exactly which streets each person is covering - it is very important not to duplicate houses.
- It is very important that all collectors have their permits with them at all times, otherwise the collection is illegal.
- Early evening on a week day, or mid morning on a Saturday are often good times to collect.
- Go from house to house knocking and asking people if they would like to make a donation to the Cystic Fibrosis Trust. Always be polite to people, even if they are rude to you.
- If you are planning on returning to houses where no-one answered the door, be systematic and note down which these houses are. It is important not to return to the same house twice, as people will be less inclined to support the CF Trust in future.
- For safety reasons always let someone know when you are going out collecting and when you return home. Never go into anyone's house.
- When the collections are complete, the collection organiser should collect all collection boxes from their helpers and then count the money.
- Send a cheque for the total, along with the House to House Collection Return Form to the CF Trust head office.



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