



MONEY COLLECTIONS IN AID OF BOSP - ESSENTIAL INFORMATION CODE OF PRACTICE

To start with we would like to thank you for fundraising in aid of BOSP!

BOSP is a charity organisation that depends on generous donations and assistance. Without supporters such as you, our work supporting Essex families with children and young people with disabilities would not be possible.

Before you begin your fundraising activities, it is important that you read this information as money collections are regulated by law.

NB. It is vital that you contact us before carrying out any collection in a public place that is in aid of BOSP. No-one may take part in any collection in a public place unless they are in possession of a written authority signed on behalf of BOSP.

IN AID OF BOSP

It is vital that you make clear on any materials that you are raising funds in aid of BOSP and are not actually representing BOSP.

CHARITY REGISTRATION NUMBER

By law, BOSP's charity registration number (1107392) must appear on all forms, posters, flyers and advertisements that invite people to donate, participate or help with the cause.

BOSP LOGO

You will need prior approval in order to use the BOSP logo. If used, it must be clear that you are not acting as BOSP but fundraising in aid of BOSP.

The BOSP logo cannot be altered.

COLLECTING MONEY AT SPONSORED EVENTS

If you are collecting money in aid of BOSP i.e. at a sponsored event, please check with the event organisers first, as you may need their permission and/or a licence from the council.

SAFETY

Always ensure that children are safe and that you do not allow them to solicit money or collect money or without being accompanied by an adult.

KEEPING IT LEGAL

You must first obtain permission to collect money in a public place. To collect in the street, you will need a licence from the local council who will also give you a set of rules to follow. You will need to apply for the licence well in advance.

It is illegal to collect door-to-door without the correct licence.

To collect on a private property, for example a shopping centre, you must ask for permission from the owner or whoever is responsible for it.

BOSP BUCKETS & TINS

BOSP has its collection buckets and tins which should be used.

All collections in aid of BOSP must adhere to the following rules and regulations:

1. Buckets and tins must display prominently the title of BOSP and BOSP's registered Charity Number (1107392)
2. Collection buckets and tins must be properly labelled and bear a number held in BOSP's register.
3. All collection buckets and tins must be sealed.
4. Collection buckets and tins should remain sealed and immediately be returned to the BOSP office. They will be opened in your presence by a member of BOSP's staff and you will receive a receipt.

If rule 4 is not possible or practical, or you need to advise supporters of the amount raised at the end of your event:

- Open the buckets or tins and count the proceeds in the presence of an independent witness.
- The amount counted should be recorded on a slip and signed and dated by you and your witness.
- Please then take the counted proceeds, or send a cheque for the amount (made payable to BOSP) to the BOSP office.
- BOSP will check the amount and issue you with a receipt. BOSP will then inform the Council of the total if the money was collected in a public place.

Good luck and thank you once again for your kind support!