

# Collection Tins Guide

Collection tins are a great way to raise money for MRF with very minimal effort!

## How do I set up my tin?

- Ensure the chain is attached - to attach the chain you need to thread it through the inside of the tin.
- Ensure that there is a seal on the lid.
- Ensure there is a sticker on the bottom which includes all of your contact details.
- Ensure the tin is chained securely at your chosen location.

## What happens when my tin is being used?

- You still have overall responsibility for your collection tin - so it is important to regularly check on it.
- It is helpful to have regular contact with the person responsible at the tin location. Please ask the site owner to contact MRF directly if the tin is lost or stolen.
- If the location wishes to no longer hold your collection tin, please return the collection tin to us so we can reuse it.

## My collection tin is full, what do I do?

- Remove the collection tin and open it up in private.
- Count the money with another person present. The best way to open the tin is to pry it open like a paint can (please be careful when doing this!).
- Please bank the donations into your personal bank account and then send the amount to MRF via any of the following methods:
  - Bank transfer
  - Website donation
  - Cheque

Please ensure that you notify us of the amount and the method of payment so we can ensure that the donation is recorded in your name.

Connie raised £530.95 from multiple collection tins at her local pub!

- Connie Grant

## Can I use my tin again?

- Yes, but you must ensure it is resealed securely.
- If you have run out of seals, please let us know and we can send you some more.
- If you wish to move your tin to another location you must notify us so that we can update our records.



## What do I do if I no longer wish to have a collection tin?

- Once you have finished using your tin, please make sure that they are returned to the charity so we can re-use them.
- If you require a certificate or thank you letter for the tin location, please let us know and we will be happy to send this out for you once we have received the full amount raised.

## Top tips

- Look to securing a location for your tin(s) as early in the year as possible - the longer your tin is out, the more money you will raise!
- You can have multiple tins in the same location. For example, if you are going to leave your tin in a pub that has multiple till points, or a shop that has several counters, then you request to have multiple tins. More tins = more donations!

Adam raised over £1,000 from his collection tins!

- Adam Boxall, Kilimanjaro