



Diabetes Research & Wellness Foundation

Collection Box Request Form



Please complete the front & back of this form to request one of our collection boxes

I would like a collection box for: **use at an event** **use at a workplace**

If you are collecting at an event, please tell us more about the event: _____

Surname: _____ **Title: Mrs/Mr/Miss/Ms (Delete As Appropriate)**

Forenames: _____

Company / if a Community Fundraiser (please leave blank): _____

Address: _____

_____ **Post Code:** _____

Telephone (Mobile): _____ **(Home):** _____

(Work): _____ **Email Address:** _____

Terms & Conditions:

I accept responsibility for my Diabetes Research & Wellness Foundation Charity collection box. I undertake to use the collection box solely for the benefit of the Diabetes Research & Wellness Foundation (registered charity no. 1070607). Please tick to confirm you understand these terms and conditions.

Registered Office: Building 6000, Langstone Technology Park, Havant, Hampshire, PO19 1SA.
Telephone: 023 9263 7808 • Email: enquiries@drwf.org.uk • www.drwf.org.uk

Registered Charity No: 1070607 • Registered in England • Company No: 03496304 • Company Limited by Guarantee














Collection Box

CODE OF FUNDRAISING PRACTICE AGREEMENT

Thank you

for kindly collecting on behalf of the Diabetes Research & Wellness Foundation. We very much appreciate your support.

-  Collectors **MUST** be 16 years of age or over and undertake their work in a manner which will maintain the high standing of Diabetes Research & Wellness Foundation (DRWF) and which in no way places undue pressure on donors.
-  Collectors **MUST** notify DRWF immediately if they have reason to believe that the contents of boxes are being pilfered or interfered with in any way.
-  Collectors **MUST** return the certificate of authority to DRWF on ceasing to act as a collector or at any time on demand by DRWF.
-  Boxes **MUST** be emptied and the proceeds counted at least every 3 months (or when full) and reported to the Community Fundraiser at fundraising@drwf.org.uk.
-  Contents of the box **MUST** be emptied and counted by the collector and witnessed.
-  Before opening the box please ensure there has been no evidence of tampering and after emptying, please ensure the box is securely sealed again before re-siting it.
-  Please bank all proceeds from your boxes and send a cheque made payable to Diabetes Research & Wellness Foundation. Please post to the Community Fundraiser, DRWF, Building 6000, Langstone Technology Park, Havant, Hampshire, PO19 1SA.
-  Once we have received your cheque you will be sent an official receipt, dated and stating the amount banked for you to display.
-  Collector **MUST** obtain written permission.
-  Certificate of authority **MUST** be shown to site holder!
-  Procedures **MUST** not be varied.

Signed: _____

Name: _____ **Date:** _____

Please make sure you understand the code of practice as detailed above and then sign date and return a copy of this agreement to the Community Fundraiser.