

**HOW TO  
HOLD A  
BCKET  
COLLECTION**

**COMBAT  
STRESS**

We've put together our **top tips** for making sure **your collection** goes off without a hitch.

## BEFORE YOUR BUCKET COLLECTION

### DATE / TIME:

Be aware that collection dates can get booked up far in advance so aim to be flexible with your dates and/or preferred location. Start by speaking to any friends, family members or colleagues who might be able to collect with you and decide on a few dates that work for everyone.

### VENUE:

There are two types of collections you can organise:

**Street collections** – If you want to hold a collection on your local high street or public space you'll need to get in touch with the licensing team at your local council who will give you a form to complete. If you want to do a street collection in London you'll need to contact the Metropolitan Police for a licence.

**Private venue collections** – You could hold a collection at your local supermarket, shopping centre or train station. This process is usually slightly less formal but you'll still need to apply for permission in advance. Start by speaking with the venue's manager. They'll direct you to a member of their team who is responsible for booking collections. You might be asked to complete a form providing information about the charity and your collection.

### LICENCE:

You'll need to apply for permission to hold any form of public collection. Don't worry – it's easier than it sounds. Our registered charity number is 206002 in England and Wales and SC038828 in Scotland – you'll need this for any forms you complete.

### KIT:

We're here to help so as soon as you've got a permit to collect let us know, so we can provide any materials you need like collection boxes / contactless payment methods, leaflets, t-shirts, or banners.



# AT YOUR BUCKET COLLECTION

## **AWARENESS:**

Make an impact. It's really important to make sure you stand out and grab the crowd's attention. Wear your Combat Stress T-shirt; passers-by are more likely to donate if they can clearly see the charity logo, so make sure it's as visible as possible. Branded accessories with bright colours or military uniform (with permission), or a veteran's badge and medals will all help to highlight our cause.

## **STAFF:**

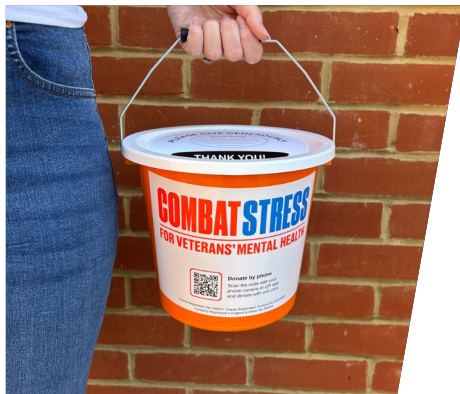
Ensure all collectors have a copy of the permit, authority letter or manager's permission letter at all times.

## **KIT:**

Buckets and tins must always be sealed when collecting.

## **HEALTH & SAFETY:**

For safety reasons, after your collection avoid public transport where possible if carrying large volumes of cash. If you need to catch a bus, train or tube home make sure you travel in pairs.



# AFTER YOUR BUCKET COLLECTION

## **BANKING:**

Once you're home or in a secure location, ensure there are at least two people present for your counting. If you are in or close to a supermarket, check to see if there is a Coinstar machine you can deposit your money into (see paying in details).

## **THANKING:**

Say thank you to your volunteers.

## **LICENCES:**

Let the venue or council know how much you raised.

## **TELL US:**

Let us know how you got on and pay in your fundraising. Information is included in our 'Paying in money' section.

# TOP TIPS

- Please do not shake your bucket when collecting.
- Smile and make eye contact.
- Be careful to not block any exits or pathways.
- Remember you're acting as a face for Combat Stress so please be nice to everyone who passes you – regardless of whether they donate or not.



## PAYING IN MONEY

There are lots of ways to pay in money. Please include your supporter number (if known), your name as a reference, and information about the donation.

### BANK TRANSFERS:

#### BANK ACCOUNT DETAILS

Bank: Natwest  
Account Name: Combat Stress  
Sort Code: 60-00-01  
Account Number: 00100013

#### BANKING IN SCOTLAND

Please pay into the above Natwest account via RBS branches in Scotland.

### ONLINE:

Donate directly through our online collections page:  
[combatstress.org.uk/collection-donation](https://combatstress.org.uk/collection-donation)

### COINSTAR:

Coinstar machines are situated in supermarkets across the UK. You can take the cash to any Coinstar machines, select 'donate to charity' then select 'other' and enter the code **2998** to deposit directly to Combat Stress. You will receive a voucher detailing the donation. You must send a photo of this voucher to:

[fundraising@combatstress.org.uk](mailto:fundraising@combatstress.org.uk)

Find your nearest machine: [coinstar.co.uk/findamachine](https://coinstar.co.uk/findamachine)

### CHEQUE:

Please make cheques payable to  
'Combat Stress' and send to:

Combat Stress, Fundraising Department, Tyrwhitt House,  
Oaklawn Road, Leatherhead, Surrey, KT22 0BX

### ONLINE FUNDRAISING PAGE:

Set up an online fundraising page for the event where you or guests can donate directly. You can do this through our platform:

[events.combatstress.org.uk/fundraise/ownfundraiser](https://events.combatstress.org.uk/fundraise/ownfundraiser)

or Justgiving.

### PHONE:

Call **01372 587 140**  
and quote your name,  
postcode, and event.

For more help and advice,  
call **01372 587 140** or  
email [fundraising@  
combatstress.org.uk](mailto:fundraising@combatstress.org.uk)

# KEEPING IT SAFE AND LEGAL

It's important that you are safe and legal whilst fundraising in aid of Combat Stress. Please follow our **'Keeping it Safe and Legal'** guidance document.



[combatstress.org.uk](https://combatstress.org.uk)

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