

How to guide... Collection Tins

Multiple
Sclerosis
Trust



Placing collecting tins in local businesses and community buildings is a great way for the MS Trust to raise additional funds and awareness. A lot of the larger chain shops have a charity of the year, so will be unlikely to be able to have another charity's collection box in store, however local businesses such as small independent shops, cafes, garages pubs and restaurants may be willing to have tins at their till points.

Please note that you will need to be over 16 years old to organise the distribution of collecting tins.

Have a think about all the local places you could approach to have an MS Trust collection tin?

Local shops (independent shops), Libraries, Community Centres, Leisure Centres, Gyms, Workplace, Cafes, GP surgeries, Pharmacies, Dental surgeries, Garden Centres, Theatres.....

Once you have found somewhere willing to place an MS Trust collection tin, contact us and we will send the collecting tins and a collection tin form for completion. Fill in the collection tin form, so that we have a record of where the collecting tins are and send the form back to the MS Trust office.

You will need to make sure the collecting tin is suitably secured on the premises and will need to be prepared to service the tin at least every three months (we will send an email to remind you). If it is in a busy location this may need to be done every month. This will involve:

- Emptying the collection tin and replacing the security seal at the top.
- Being responsible for taking the money away to count it and then bank all of the money.

How to guide... Collection Tins

Multiple
Sclerosis
Trust



By displaying a collection tin not only helps us to raise vital funds; they also create awareness of our important work and we are so grateful to you for your support.

To open the tin, remove the seal and insert a blunt knife underneath the plug and push up. Please ensure you replace the tamperproof seal on the top.

Below are the ways you can send the collection to us here at the MS Trust:

- Send cheques to: MS Trust, Spirella Building, Bridge Road, Letchworth Garden City, SG6 4ET. Please ensure all cheques are made payable to 'MS Trust'. Please do not send cash by post.
- Donate online: Visit www.mstrust.org.uk/pay-in to make a secure card payment and select Collection Boxes in the drop down menu
- Donate over the phone: call us on 01462 476707, between 9am – 5pm, and we can take debit or credit card payment over the phone.
- Pay direct into our bank account / online banking : Natwest: Sort Code - 60 13 08 Account Number - 410 397 34 please advise if you will be using this method and use your name as a reference

Once the funds have been received, we will then send you a certificate for the company to display on their noticeboard and include new seals so the collection tin can be used again.

If you have any questions at all please do not hesitate to contact a member of the fundraising team by calling 01462 476707 or emailing fundraising@mstrust.org.uk

Thank you for your support