



How to organise a collection

All collections require a permit available from the Scottish Burned Children's Club [SBCC], you must have this with you at all times during your supermarket, street or house-to-house collection.

Supermarket collections

- Write to your local supermarkets asking whether they grant permits for collections at their shop, and, if so, whether the SBCC might be considered for one of these permits.
- Make sure you check with the supermarket how many collectors are allowed at any one time.
- Try to get as many friends or local supporters as possible to help you - it is much nicer to just collect for a two-hour shift than for the whole day.
- Contact the SBCC who will arrange collection buckets/ boxes and stickers for you.
- Once the collection is over, two unrelated people must count and arrange for the money to be passed on to the SBCC/ banked as soon as possible.
- After the collection write to the supermarket and let them know how much was raised - this is also a good opportunity to request a date for next year!
- You could also approach other big stores such as DIY stores, and local sports grounds for a match day collection.
- It is illegal for anyone under the age of 16 to collect.

Street collections

- You **MUST** have a council permit to hold a street collection. Call your local town/county council and ask about their permit application process. Collections in bigger towns often get booked up a long way ahead, so be prepared to book a date several months in advance.
- Most councils' permit application forms need the signature of someone at the benefiting charity, so contact the SBCC who will be able to help with this.

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- Check the maximum number of collectors you can have with the council. Once you have a date, speak to friends, family, local supporters and even local students (16 years or over) to see whether they will help with the collection; never collect alone.
- Call your RFM and order enough collection buckets and lids for all your collectors.
- On the day put a few coins in the bottom of each bucket before you start as this will make an encouraging noise.
- BE ENTHUSIASTIC, you'll collect more money this way
- Make sure the area you are collecting in is well lit and you are not an obstruction; away from traffic and delivery vehicles. Be prepared for the weather conditions with plenty of water or woolly clothes!
- Do not open the buckets at any point during the collection. Order a few spares so that if they get too heavy you can swap them for new ones. If you do this, make sure someone is with the full buckets at all times.
- Once the collection is over and two unrelated people have counted the money, be sure to fill in the return form to the council stating the amount raised. Some council require you to advise the local paper of the amount raised - if this is a requirement, ensure that you do it, or the council are unlikely to grant us another permit.
- You can also apply to indoor shopping centres for a collection permit.
- Some people like to dress up in fancy dress for street collections as this can draw more attention to them and help to raise more money.

House to house collections

- Talk to friends and other local supporters (16 years or over) to see whether they are willing to take part, and which streets they can cover.
- Once you have decided the dates of your collection, contact the SBCC who will be able to order permits and collection buckets/ boxes for you. Do not collect on your own, always have your permit on show, and try to stick to daylight hours; no collections should take place after 9pm.

Collection buckets/ boxes

- Deliver the collection buckets/ boxes and permits to all your helpers, and make sure you know exactly which streets each person is covering – it is very important not to duplicate houses.
- All collectors must have their permits with them at all times, otherwise the collection is illegal.
- Early evening on a week day, or mid-morning on a Saturday are often good times to collect, preferably in daylight hours and never alone.

- Go from house to house knocking and asking people if they would like to make a donation to the Scottish Burned Children's Club. Always be polite to people, even if they are rude to you.
- If you are planning on returning to houses where no-one answered the door, be systematic and note down which these houses are. It is important not to return to the same house twice, as people will be less inclined to support the SBCC in future.
- For safety reasons always let someone know when you are going out collecting and when you return home. Never go into anyone's house.
- When the collections are complete, the collection organiser should collect all collection buckets/ boxes from their helpers and then count the money, with an unrelated witness present, as soon as possible.
- Arrange for the funds raised to be passed onto the SBCC or send a cheque for the total, along with the house to house collection return form to the SBCC office.
- Once you have completed your collections, all fundraising materials used must be returned to SBCC, including all permits.

Please note it is illegal to use the our collecting boxes, sponsorship forms, running vests, sashes or any other material bearing the Scottish Burned Children's' Club [SBCC] name, address, logo or the charity registration number to raise funds for any other purpose than for the SBCC..