



Collection Tin Top Tips

1. Always wear your BHF ID badge when both placing and picking up your collection tins.
2. Make sure there is a chain and seal on the top of all tins before placing them locally. This means the tins are secure and tamper proof.
3. Think about placing the tin in businesses and organisations in your community, which are likely to have customers paying in cash. For Example –Newsagents, Corner Shops, Butchers and Cafes. You may also be a member of a local group, think about whether the venue you meet in is a suitable place for a tin.
4. Please make sure that the site in which you are placing the tin signs the location form to confirm they are happy to accept the tin from you. This is part of the Fundraising Codes of Practice. As these forms will contain personal information please remember to store them in a safe place.
5. When placing the tin, let the business know how often you will bank the tin so they know when to expect to see you again. Tins are collected and banked – March, June, September and December.
6. You may visit a business that you thought would take a tin but they are unable to. Don't worry, this may happen – simply move on to the next business in your area!
7. Sometimes a business may only be able to take a tin for a short period of time – this is ok make a note to collect this tin on an agreed date with the business.
8. Unfortunately, sometimes tins can be stolen. If you are told a tin you have placed has been stolen, please let your local Fundraising Manager know as soon as possible.
9. When transporting the tins please remember full tins can be heavy, especially if you are collecting a few at one time. Take care to carry these in a safe way for your back and joints. Please also make sure that you are transporting the tins in non-identifiable bags.
10. When taking the tin away to bank, please make sure you count the money in a secure location. To open the tin safely we recommend you pry open the lid carefully and please do not use excessive force.
11. Tins may fill up quickly – make sure the business knows your details and can let you know if the tin needs to be changed sooner. If you don't feel comfortable leaving your details please leave out Fundraising Support Teams contact details, which can be found on the back of the thank you cards.
12. Saying thank you - We have provided postcards for you to thank your collection tin businesses yearly with the total raised. If a business would like a more regular thank you please use the postcards provided.
13. If you meet businesses and they would like to support the BHF further, please pass on your Fundraising Manager's contact details.

Beat heartbreak forever.