



Collection Tins

Volunteer Information - Your Guide

Collection tins are a great way to raise money locally for the BHF whilst spreading awareness about how the money raised supports our life saving research into heart and circulatory disease.

Each tin placed locally can raise anything between **£50 and £150 a year**.

This means that 10 tins could raise over **£500** each year. Every tin placed becomes part of a huge network of tins across the UK with the potential to raise a lot of money and make a big difference.

Thank you for being part of our volunteer tin network and for making a difference to beat heartbreak forever.

Did you know?

£80,000 could fund a research project for a year.

With your support, the money raised from tins placed across the UK could fund 3 of these lifesaving research projects a year.

How it works

You will receive:

- 15 tins (10 to distribute and 5 to keep spare as replacements) with safety chains (attached), seals/ stickers.
- Receipt book and paying in book (for individual volunteer)
- Printed Location/Income Forms
- Thank you post cards
- Welcome email- which includes location spreadsheet and other useful attachments.

Collection Tin Volunteer responsibilities:

- Placing tins locally – if part of a Group or Branch a number of members can help place tins
- Ensuring the location forms are completed, collected and stored safely.
- Emailing the location spreadsheet to: heretohelp@bhf.org.uk (please copy in your Fundraising Manager) this should be done whenever a tin is located in a new location.
- Collecting, replacing and banking the money from the tins – 4 times a year March, June, September and December
- Once the money has been paid into the bank, sending the banking information to :- heretohelp@bhf.org.uk
- Thanking the business once a year using the postcards provided.



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If you would prefer to send forms back to us in the post rather than on email, please let your Fundraising Manager know and they will pass on the address details for Fundraising Support.

Step 1: Agree a Collection Tin Volunteer (if part of a Group/ Branch)

Step 2: 10 out of the 15 tins provided will come with a 3 letter code which is unique to you. When taking the tins out locally make sure that they are logged on the location sheet, making sure the 3 letter code is logged against each business. In keeping with the Fundraising Regulator guidance, please make sure that the business signs the location form when accepting the tin. Once the tins have been received, place the 10 tins with coded stickers in your local area. When completing the location sheet, please ensure all details including the **tin ID** are recorded.

Step 3: If more than one person has placed tins, it's the responsibility of the appointed Collection Tin Volunteer to collect all the completed location sheets.

Step 4: Use the location sheets to complete the location spreadsheet. Send the location spreadsheet to Fundraising Support heretohelp@bhf.org.uk we will then log the tins on our database. Please continue to send the location spreadsheet as more tins are placed locally or if tin locations change.

Step 5: Collect the tins in the suggested collection months of March, June, September and December. If a tin fills up quicker than expected then collect the tin as necessary. Remember to issue a receipt as proof of collection.

Step 6: Hopefully the premises will allow you to replace the tin straight away, make sure you have a spare tin with you, apply a sticker to the base of the tin, and record the same tin ID as the one you are collecting. **Remember to cross out the tin ID on the old tin to avoid any 2 tins having the same ID.** Location spreadsheets do not have to be completed when tins are replaced at the same location.

Step 7: Count and bank the donations using your BHF paying in book.

Step 8: Record the income on the income sheet, which can be found on the reverse of the income sheet, for your own records.

Step 9: Complete the Remittance form and return to: heretohelp@bhf.org.uk. Please make sure the Remittance forms are returned to us within 5 days of banking the tins.

Step 10: Thank the business once a year using the postcards provided.

Note: Every time a tin is replaced the seal on top needs to be replaced – if you need to order any more seals, wrappers or more tins please email fundraising support – : heretohelp@bhf.org.uk or call 0300 330 3322