



Collection tin request form

Please complete and return this form to Nourish Community Foodbank, 14-18 Goods Station Road, Tunbridge Wells, TN1 2BL or send a scanned version to fundraising@nourishcommunityfoodbank.org.uk

Part A	Completed by person responsible for collection tins		
Name:			
Address:			
Postcode:		Phone:	
Email			
I certify that I am aged 18 years or over and agree to abide by the terms and conditions set out by Nourish Community Foodbank			
Signed:		Date:	
Part B	Completed by person who has agreed to be present when collection tin is opened and counted		
Name:			
Address:			
Postcode:		Phone:	
Email			
I agree to assist the collection organiser by being present when box seals are broken and money is counted			
Signed		Date:	
Part C	Type of collection		
Number of collection tins required (maximum 3)			
Public area collection e.g street collection (permission needed from local authority)			
Private venue collection e.g supermarket (permission needed from venue)			
Static collection e.g shop or bar counter			
Location/address of collection			
Part D	Terms and conditions		
<p>1. Permission for a collection must be granted by the approved persons. If the collection tin is for use in a private property, permission must be granted by the property owner. If the collection tin is for use in a public place, the local authority must be contacted.</p> <p>2. All collectors must be aged 18 or over</p> <p>3. The collector named in Part A of this form is responsible for the collection tin and agrees to abide by the statutory laws regarding the Collection of Monies for their charitable purposes.</p> <p>4. Any donations collected must be donated to Nourish Community Foodbank, registered charity number 1154716</p> <p>5. All donations collected must be submitted in full to Nourish Community Foodbank. No deductions made for expenses or fees can be made.</p> <p>6. All collection tins and monies must be submitted to Nourish Community Foodbank within one month of an event or collection.</p> <p>7. If the collection is static and ongoing, (e.g a collection tin on a shop counter or bar,) the tin must be emptied after three months and all donations must be submitted to Nourish Community Foodbank. If you wish to continue your collection after three months, please contact Nourish Community Foodbank, who will supply you with further security labels.</p> <p>8. A witness, over the age of 18, must be present at the counting of donations.</p>			
For Nourish Community Foodbank use only			
Collector URN:		Collection tin no.s	