

Transforming lives through spare change

Collection box guidelines

We're delighted that you would like to become a collection box holder for The Bible Reading Fellowship (BRF). Running a collection box is one of the easiest ways to support us whether you choose to have a box at home, in your church, workplace or somewhere else.

You'll find your brand-new box enclosed ready for those first few coins. Before you get going, we just ask that you take a few minutes to read through the guidelines in this letter.

Getting started

Your box comes flat packed ready for use. When you put it together, just make sure that you seal the lid and base using the BRF stickers provided. This will help prevent the box being tampered with.

You'll find a simple collection form enclosed with this pack. Fill in your personal details and tick the relevant box to tell us whether your collection is happening at home or somewhere else. Keep your form with you whilst your collection is in progress.

If you're running your collection at home that's it, you're ready to go, so read on from 'wrapping up'. If it's going in a public space (e.g. a church, school or care home) you'll need to get written permission from the leadership team or a manager first, so complete the blue section of your collection form and ask your venue to sign and date it, as appropriate.

You'll also find a certificate on the bottom half of your collection form giving you authority to collect donations on our behalf. If you're running a public collection, show this to the owner of your venue, and carry it with you when checking or emptying your box, as well as another form of ID. If other people are going to be emptying the box as well, let us know, as we may need to give them a certificate too.

How to donate the money you've collected

Count the contents of your box every three months or once its full, whichever comes first (if you're running a public collection do this in the presence of the leadership team or a manager, if you can); then pay it all into a bank account within a month.

Please don't send us any cash. The quickest and easiest way to donate your collection is online at brf.org.uk/donate. If you can't donate online, you can send us a cheque made payable to 'BRF' or call 01865 319700 to donate over the phone. Please note that, unfortunately, we are currently unable to Gift Aid the contents of collection boxes.

We also ask that you complete your collection form telling us how much you have raised and how you have donated. Completed forms can be returned to **FREEPOST RRLH-JCYA-SZXR, Collection Boxes, BRF, 15 The Chambers, Vineyard, Abingdon, OX14 3FE** or emailed to giving@brf.org.uk

We hope that you'll want to continue as a box holder once your first collection is banked, so we'll automatically send you another collection form (and receipt slips, if appropriate). If you need to stop collecting for any reason, we ask that you send us any outstanding donations and return your collection box, and the certificate that came with it.

What to do if things go wrong

Sometimes collection boxes can be lost, stolen or damaged. If your box is in a public place, make sure the leadership team or a manager has your contact details so they can get in touch if something happens. You can contact us at giving@brf.org.uk or call **01865 319700** for a replacement box.

And finally...

We hope you find your experience as a box holder enjoyable and rewarding, whether you're collecting at home or somewhere else. We appreciate that collections outside of the home will require a bit more thought, but shouldn't be difficult. If in doubt, just remember to follow our five simple steps:

Collecting in five simple steps

1. Get written permission from your chosen venue and show them the certificate we give you
2. Construct your box and seal the lid and base with the BRF stickers provided
3. Count the contents of your box every three months or once its full, whichever comes first
4. Then pay everything into a bank account within a month
5. Donate the money you've collected and return your completed collection form to us

If you have any questions about being a box holder, please don't hesitate to contact us, we are always happy to help.

Thank you transforming lives with spare change.

Claire Hackwood
Fundraising Manager