



Charity Box Management Procedure

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Title of originator/author:	Zoe Larter, Head of Charity
Name of responsible director:	Jonathan James, Acting Executive Director of Finance
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Trust Policy Foreword

SWASFT has a number of specific corporate responsibilities relating to patient and staff safety and wellbeing which should be included within all Trust policy and strategy, as a foreword inside the front cover:

Code of Conduct and Conflict of Interest Policy - The Trust Code of Conduct for Staff and its Conflict of Interest and Anti-Bribery policies set out the expectations of the Trust in respect of staff behaviour. SWASFT employees are expected to observe the principles of the Code of Conduct and these policies by declaring any gifts received or potential conflicts of interest in a timely manner, and upholding the Trust zero-tolerance to bribery.

Compassion in Practice – SWASFT will promote the values and behaviours within the Compassion in Practice model which provide an easily understood way to explain our role as professionals and care staff and to hold ourselves to account for the care and services that we provide. These values and behaviours reflect the Trust's commitment to developing an outstanding service through the conduct and actions of all staff. SWASFT will encourage staff to demonstrate how they apply the core competencies of Care, Compassion, Competence, Communication, Courage, and Commitment to ensure our patients experience compassionate care.

Duty of Candour – SWASFT will, as far as is reasonably practicable, apply the statutory Duty of Candour to all reported incidents where the Trust believes it has caused moderate or severe harm or death to a patient. This entails providing the affected patient or next of kin (within strict timescales) with: all information known to date; an apology; an explanation about any investigation; written follow-up; reasonable support; and the outcome fed back in person (unless they do not want it). The only exception is where making contact could have a negative impact upon the next of kin. SWASFT employees are expected to support this process by highlighting (early) any incident where they believe harm may have been caused.

Equality Act 2010 and the Public Sector Equality Duty - SWASFT will act in accordance with the Equality Act 2010, which bans unfair treatment and helps achieve equal opportunities in the workplace. The Equality Duty has three aims, requiring public bodies to have due regard to: eliminating unlawful discrimination, harassment, victimization and any other conduct prohibited by the Act; advancing equality of opportunity between people who share a protected characteristic and people who do not share it; and fostering good relations between people who share a protected characteristic and people who do not share it. SWASFT employees are expected to observe Trust policy and the maintenance of a fair and equitable workplace.

Fit and Proper Persons – SWASFT has a statutory duty not to appoint a person or allow a person to continue to be an executive director or equivalent or a non-executive director under given circumstances. They must be: of good character; have the necessary qualifications, skills and experience; able to perform the work they are employed for (with reasonable adjustments); able to provide information required under Schedule 3 (Health and Social Care Act 2008 (Regulated Activities) Regulations 2014). The definition of good character is not the test of having no criminal convictions but instead rests upon judgement as to whether the person's character is such that they can be relied upon to do the right thing under all circumstances. This implies discretion for boards in reaching a decision and allows that people can change over time.

Health and Safety - SWASFT will, so far as is reasonably practicable, act in accordance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated legislation and approved codes of practice. It will provide and maintain, so far as is reasonable, a working environment for employees which is safe, without risks to health, with adequate facilities and arrangements for health at work. SWASFT employees are expected to observe Trust policy and support the maintenance of a safe and healthy workplace.

Information Governance - SWASFT recognises that its records and information must be managed, handled and protected in accordance with the requirements of the Data Protection Act 1998 and other legislation, not only to serve its business needs, but also to support the provision of highest quality patient care and ensure individual's rights in respect of their personal data are observed. SWASFT employees are expected to respect their contact with personal or sensitive information and protect it in line with Trust policy.

NHS Constitution - SWASFT will adhere to the principles within the NHS Constitution including: the rights to which patients, public and staff are entitled; the pledges which the NHS is committed to uphold; and the duties which public, patients and staff owe to one another to ensure the NHS operates fairly and effectively. SWASFT employees are expected to uphold the duties set out in the Constitution.

Risk Management - SWASFT will maintain good risk management arrangements by all managers and staff by encouraging the active identification of risks, and eliminating those risks or reducing them to the lowest level that is reasonably practicable through appropriate control mechanisms. This is to ensure harm, damage and potential losses are avoided or minimized, and the continuing provision of high quality services to patients, stakeholders, employees and the public. SWASFT employees are expected to support the identification of risk by reporting adverse incidents or near misses through the Trust web-based incident reporting system.



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1. Purpose

- 1.1. The Institute of Fundraising (IoF) Code of Fundraising outlines the standards expected of all charitable fundraising organisations across the UK.
- 1.2. As part of this initiative, a robust procedure around charity box management is required.
- 1.3. This document supersedes the Trust's previous procedure in order to ensure continued compliance with the Charity Commission and the IoF Code of Fundraising Practice.

2. Scope

- 2.1. This procedure **must** be read by any individual who handles charity boxes.
- 2.2. The procedure **should** be read by all staff members and Trust volunteers to raise awareness of our responsibilities when handling charitable donations.

3. Definitions

- 3.1. A **charity box** is defined as any receptacle used to collect charitable donations (e.g. charity tin, charity bucket etc).
- 3.2. The **Chief Promotor** has overall responsibility for the management of this procedure.
- 3.3. The **Distributor** is responsible for the distribution/collection of the charity boxes.
- 3.4. **Collectors** are individuals who receive money as donations for the South Western Ambulance Charity.
- 3.5. A **Nominated Person** is responsible for each charity box at an Activity (3.8).
- 3.6. A **Static Charity Box** is placed in a static location (e.g. a shop, pub, café etc..) for a period of time.
- 3.7. A **Site Holder** is an individual with authority to approve the placement of a Static Charity Box on their premises.
- 3.8. An **Activity** refers to either an Event or a Static Charity Box.



4. Duties, Responsibilities and Reporting

- 4.1. Overall responsibility for this procedure rests with the Charitable Funds Committee members.
- 4.2. Responsibility for the ongoing maintenance of this procedure rests with the Head of Charity.
- 4.3. The Chief Promotor is always the Head of Charity.
- 4.4. The Distributor is either the Executive Assistant to the Executive Director of Finance or the Head of Charity (to be agreed on an activity by activity basis).
- 4.5. The Executive Assistant to the Executive Director of Finance is responsible for maintaining the Charity Box Management Report (5.6).
- 4.6. The Executive Assistant to the Executive Director of Finance is responsible for managing the distribution/collection of charity boxes.
- 4.7. The Financial Controller is responsible for retrieving and depositing the money held within the boxes (this includes ensuring the security of the boxes when held by the Finance team).

5. Charity box management

- 5.1. **IMPORTANT COVID-19 INFORMATION:** Please refer to the Institute of Fundraising guidance prior to carrying out any fundraising activity. <https://www.institute-of-fundraising.org.uk/guidance/coronavirus/>. If you have any questions or concerns about carrying out fundraising activity please contact charity@swast.nhs.uk.
- 5.2. Charity boxes are distributed, received, maintained and managed by the Distributor.
- 5.3. Collectors must only use official South Western Ambulance Charity boxes for collections.
- 5.4. If a collector requires a different type of charity receptacle or additional charity box/es, a request should be made to charitybox@swast.nhs.uk.

Distributing Charity box/es:

- 5.5. All requests for charity box/es must be sent by request form ('**Request Form**') through the Internet to charitybox@swast.nhs.uk.
 - 5.5.1. If a request is made through any other medium the requestor should be directed to the request form on the Internet;



- 5.5.2. The Request Form is shown in **Appendix 3**;
- 5.5.3. Requests for charity box/es must be made four weeks in advance unless pre-agreed with the Distributor.

- 5.6. Unless other arrangements are made with the Distributor, the Nominated Person will always be the individual who has submitted the Request Form.

- 5.7. The Executive Assistant to the Executive Director of Finance will maintain a record (**'Charity Box Management Report'**) detailing every instance where a charity box is distributed and subsequently received back. The details from the Request Form will be entered onto the Charity Box Management Report.

- 5.8. In addition to the Charity Box Management Report, a physical sign out/in book (**'Sign Out Book'**) will be stationed in the Secure Storage where the charity boxes are stored. This must be signed by the individual removing/returning the charity box from storage.
 - 5.8.1. By signing the Sign Out Book, the individual removing the charity box has ensured that the seals are intact and that it has not been tampered with.

- 5.9. The Distributor will confirm, with the Nominated Person, the expected return date for the charity box/es and notify the Finance Directorate of this date.

- 5.10. Before distributing the charity box/es, the Distributor must ensure that:
 - 5.10.1. The Charity box/es have security seals applied by the Finance Directorate¹.
 - 5.10.2. The seal at the top of the charity box is unbroken and undamaged, arranging for the seal to be replaced where necessary²;
 - 5.10.3. The charity box has the correct information on it (i.e. a unique identification number and the name, address and registration number of the charity).

- 5.11. Prior to confirming delivery of charity box/es to the Nominated Person, an email will be sent by the Distributor to the Nominated Person outlining their responsibilities (Appendix 1). The Nominated Person will be asked to email back their acceptance of these responsibilities before the charity box/es are distributed.

- 5.12. The Nominated Person is expected to arrange for the collection and return of the charity box/es to/from the Exeter HQ. Any alternative delivery/collection arrangements must be pre-agreed with the Distributor.

¹ The seals will be held in a locked storage box in a safe in the Finance Directorate. The key to the storage box will be kept by the Engagement Team and the key to the safe will be kept by the Finance Directorate.

² Replacement seals can be purchased from: <https://www.angal.co.uk/products/additionalextras/ringseal-tyfys.html>



- 5.13. The Nominated Person is expected to email charitybox@swast.nhs.uk to confirm receipt of the charity box/es.

Charity box/es at Events:

- 5.14. The Nominated Person should check, on receipt of the charity box/es, that the seal at the top is unbroken and undamaged.
- 5.14.1. If the seal is broken or damaged this should be reported to charitybox@swast.nhs.uk and the charity box should not be used.
- 5.15. Charity box/es must not be left unattended. Charity tins must be secured to the table/PR unit via the chain supplied at the base of the box.
- 5.16. Individuals collecting for the South Western Ambulance Charity (Collectors) using charity boxes must follow this guidance:
- 5.16.1. There must not be any shaking of the box to entice a donation. All donations must be on a voluntary basis;
- 5.16.2. Should an approach be made to a staff member and an offer of donation made you can accept it but it must be placed in the charity box at the earliest opportunity and witnessed for best practice and transparency;
- 5.16.3. Collectors must employ all best efforts to avoid soliciting regular donations from under 18s;
- 5.16.4. Collectors must be able to give the public information on how to make a complaint if requested. Complaints can be made to: South Western Ambulance Charity, South Western Ambulance Service NHS Foundation Trust, Trust Headquarters, Abbey Court, Eagle Way, Exeter, Devon EX2 7HY. Tel: 01392 261500. Email: charity@swast.nhs.uk;
- 5.16.5. No deductions can be made from cash received at events;
- 5.16.6. Expenses must be met by the charity after the receipt of donated money.

Static charity box/es:

- 5.17. The Nominated Person should check, on receipt of the charity box/es, that the seal at the top is unbroken and undamaged.
- 5.17.1. If the seal is broken or damaged this should be reported to charitybox@swast.nhs.uk and the charity box should not be used.
- 5.18. Charity tins must be secured to the table/PR unit via the chain supplied at the base of the box.



- 5.19 The Nominated Person must obtain written permission from the **Site Holder** before a collecting tin can be placed and money collected. This is a legal requirement.
- 5.19.1 The Nominated Person must show a letter of authority (email charitybox@swast.nhs.uk to request this) to the Site Holder as proof that they have permission to officially raise funds for the South Western Ambulance Charity;
 - 5.19.2 **Appendix 4** provides a template authorisation letter for the Site Holder to sign. The Nominated Person must email a copy of the signed approval letter to charitybox@swast.nhs.uk;
 - 5.19.3 The Nominated Person must make sure that the Site Holder has their contact details and the email address of the Chief Promotor (charitybox@swast.nhs.uk).
- 5.20 The Nominated Person must visit the site regularly to ensure the tin is well maintained. If the tin is lost, stolen or has been tampered with in any way, you must report this to the local police and charitybox@swast.nhs.uk as soon as possible.
- 5.21 If the Site Holder requests it, they must be provided with a receipt that contains the site address, box number and the amount collected.
- 5.21.1 If this is required the Nominated Person must email charitybox@swast.nhs.uk with the Site Holder's contact details and the receipt will be sent.

Returning the charity box/es:

- 5.22 At the end of the fundraising Activity the Nominated Person will remove the box/es to suitable secure storage until such time as they can be returned to Trust Headquarters.
- 5.23 At no time must the seal be broken without express authority (from the Finance Directorate or Head of Charity) to do so.
- 5.24 As soon as practicable after each fundraising event, the Nominated Person will arrange the safe and secure return of the box/es, with the seal intact, to the Finance Directorate at Trust Headquarters.
- 5.25 The charity box/es must be returned in office hours, to an individual in the Finance Directorate and must not be left unattended.
- 5.26 The Finance Directorate will notify charitybox@swast.nhs.uk on receipt of the charity box/es.
- 5.27 On receipt of the charity box/es by the Finance Directorate, the box/es will be opened and counted by two persons, or taken direct to the bank by two persons, to ensure transparency with handling of cash.



- 5.28 Finance will notify charitybox@swast.nhs.uk of the date of deposit and amount deposited.
- 5.29 If the box/es cannot be opened and counted, or immediately taken to the bank, they should be placed in the safe within the finance office.
- 5.30 Finance will return the empty charity box/es to the Executive Assistant to the Executive Director of Finance who will return them to the secure storage, completing the Sign Out Book.
- 5.31 If the charity box/es are not returned by the agreed date, the Executive Assistant to the Executive Director of Finance will make the first contact with the Nominated Person to arrange for the return. If the charity box/es are still not returned this will be escalated to the Chief Promotor to manage.

Charity box Storage:

- 5.32 Charity box/es will be kept in a locked cupboard ('**Secure Storage**') with keys held by the Executive Assistant to the Executive Director of Finance.

Reporting Requirements:

- 5.33 The Executive Assistant to the Executive Director of Finance will record (the '**Charity Box Management Report**'), for each event:
- The name and date of the event;
 - The name and job title of the Nominated Person who is responsible for collecting money at each event;
 - The unique identification number of the charity box/es used at the event;
 - The date the charity box/es were sent to the Nominated Person;
 - The expected and actual return date;
 - Money collected per event;
 - Date cash banked.
- 5.34 The Sign Out Book will be a printed version of the Charity Box Management Report with columns to sign in/out charity box/es from the Secure Storage.

6. Training Requirements

- 6.1. The Head of Charity will ensure that the Executive Assistant to the Executive Director of Finance understand their responsibilities within this procedure.
- 6.2. The Financial Controller will ensure that the Finance Directorate understand their responsibilities within this procedure.
- 6.3. Any questions should be raised with the Head of Charity (charity@swast.nhs.uk).



7. Monitoring

- 7.1. The Chief Promotor and Patient Engagement Manager will meet on a regular basis to review upcoming Engagement Events and agree the suitability/practicality of having charity box/es at these events.
- 7.2. The Chief Promotor and Executive Assistant to the Executive Director of Finance will jointly carry out a reconciliation of the Charity Box Management Report, the Sign Out Book and a physical count of the box/es in storage on a quarterly basis to ensure that this procedure is being adhered to correctly.
- 7.3. If a charity box is identified as missing this should be raised with charitybox@swast.nhs.uk as soon as possible.
- 7.4. Any concerns regarding suspected tampering should be raised with charitybox@swast.nhs.uk for referral to the Trust's Local Counter Fraud Specialist for review.

8. References

- 8.1. <https://www.institute-of-fundraising.org.uk/code-of-fundraising-practice/>
- 8.2. <https://www.gov.uk/government/organisations/charity-commission>

9. Associated Documents

- 9.1. There are no associated documents.



Appendix 1

Nominated Person Email - template

Dear...

Thank you for requesting Charity tin and box, I have reserved tins **<Insert tin numbers>** and buckets **<insert bucket numbers>** to raise funds for the South Western Ambulance Charity.

Please could you read the details below carefully and email me back to confirm your agreement?

You have confirmed that you will both be taking on the key responsibilities of a nominated person which is clearly laid out in the Charity Box Management Procedure **<Insert Link to procedure>** which you have confirmed you have fully read and understood.

As agreed you will be collecting the Charity tins and buckets from Exeter HQ on **<Date>**. The tins and buckets will be returned to a member of the Finance Team at Exeter HQ on the agreed date of **<Date>**.

Before distributing, the tins and buckets will have an unbroken and undamaged seal placed with photographic evidence – I will ensure this is done on **<Date>**, please ensure the seal is untampered with upon return. All funds raised will be counted at headquarters, you will receive an email with the total funds raised.

Again thank you very much for supporting and raising money for the South Western Ambulance Charity.

The South Western Ambulance Service Charity is a registered charity in England and Wales (1049230).



Appendix 2

Version Control Sheet

Version	Date	Author	Summary of Changes
1 Draft	18/12/2017	Charity Project Manager	Procedure approval by Charitable Funds Committee 16 November 2017
2 Final	23/01/2018	Charity Project Manager	Updated following review by Planning and Performance Manager
3 Final	19/01/2019	Head of Charity	<p>Updated following review by Charitable Funds Committee December 2018:</p> <p>Job title change from “Charity Project Manager” to “Head of Charity”</p> <ul style="list-style-type: none"> • Page 1, Section 4.2 and Section 7.1. <p>Charity working name update from “South Western Ambulance Service Charity” to “South Western Ambulance Charity”</p> <ul style="list-style-type: none"> • Section 3.3, 5.2, 5.12 and 5.12.4. <p>Review cycle changed from annually to 3-yearly.</p>
4 Draft	07/03/19	Head of Charity	<p>Updated following a review to increase robustness of procedure:</p> <p>Changed ‘Collection box’ to ‘Charity box’ in the document</p> <p>2.1 – Changed ‘Staff/Volunteer’ to ‘any Individual’</p> <p>5.3 – Change from Chief Promotor to Head of Charity</p> <p>5.4 – Request must be in writing via email</p> <p>5.6/5.7 – Introduce a ‘double sign-out/in’ process including physical signature when removing/returning a box to Secure Storage.</p> <p>5.10 (and Appendix 1) – In addition to emailing the Nominated Person (NP) a</p>



			<p>copy of this procedure an email will be sent to the NP summarising their key responsibilities and asking them to confirm their acceptance before the charity box/es are distributed.</p> <p>5.11/5.17 – Distribution/collection via Stores where NP is unable to collect/return in person</p> <p>5.16 – Express authority required from Finance or Head of Charity</p> <p>5.18 – Charity box/es must be returned to an individual in the Finance Directorate</p> <p>5.9.1/5.23 – Seals will be affixed to the charity box/es at the point of distribution not after they are returned.</p> <p>5.24 – Define Secure Storage for collection box/es</p> <p>5.25 – Reporting requirements of the Sign Out Book.</p> <p>6.1 – Training requirements for Trust Secretary and Finance Directorate.</p> <p>7.1 – Monthly monitoring by the Head of Charity and Chief Promoter jointly. Increased areas monitored to include a physical count of the charity box/es.</p>
5 - Draft	23/05/19	Head of Charity	<p>3.2 – Included delegated responsibility to Corporate Governance department</p> <p>5.4 – All requests to come in via a Request Form on the internet</p> <p>5.5 – The Nominated Person completes the Request Form</p> <p>5.6, 5.8, 5.10, 5.13, 5.18, 5.19, 5.20, 5.22,</p> <p>5.11 – Photos of seals are taken prior to distributing the charity box/es</p> <p>5.24 – Reflecting delegated responsibility to the Corporate Governance department</p> <p>5.7 – Inserted 'Returning'</p> <p>5.7.1 – Removed paragraph</p> <p>5.10.1 – Removed paragraph</p> <p>5.12 – Nominated Person to confirm receipt of box/es when delivered via Stores</p> <p>5.18 – Removed option to return via</p>



			<p>Stores.</p> <p>5.27 – Sign Out Book will be a printed copy of the Charity Box Management Report.</p> <p>5.72 – What to do if a charity box goes missing</p>
6 - DRAFT	24/07/19	Head of Charity	<p>3.3, 3.6, 3.7, 3.8 – New definitions</p> <p>5.11 – Removed requirement to photograph each charity box. Onus is on the person removing the charity box from storage to ensure the seals are intact and the box has not been tampered with.</p> <p>5.12 – Onus is on the Nominated Person to collect/return the charity box/es to Exeter HQ</p> <p>5.15 – Treatment of charity tins and buckets</p> <p>5.17->21 – Static Collection Tins</p> <p>5.31 – Escalation procedure for unreturned boxes</p> <p>Whole document: Updated to reflect new email address (charitybox@swast.nhs.uk)</p> <p>Whole document: Updated to reflect change of roles and responsibilities</p> <p>7.1 – Added monthly review of engagement events</p> <p>7.2 – Changed monitoring frequency</p>
7 – Final	23/01/2020	Governance Officer	<ul style="list-style-type: none"> • Version control updated • Status changed from draft to final • Updated job title of responsible director • Updated next review date



8 – Draft	10.09.2020	Head of Charity	<ul style="list-style-type: none"> - Section 4.4 replaced with: “The Distributor is either the Executive Assistant to the Executive Director of Finance or the Head of Charity (to be agreed on an activity by activity basis)”. - Replace Section 4.5 with: “The Executive Assistant to the Executive Director of Finance is responsible for maintaining the Charity Box Management Report (5.6)”. - Replace Section 4.6 with: “The Executive Assistant to the Executive Director of Finance is responsible for managing the distribution/collection of charity boxes”. - Remove Section 4.7. - New Section 5.1: “IMPORTANT COVID-19 INFORMATION: Please refer to the Institute of Fundraising guidance prior to carrying out any fundraising activity. https://www.institute-of-fundraising.org.uk/guidance/coronavirus/. If you have any questions or concerns about carrying out fundraising activity please contact charity@swast.nhs.uk.” - Replace Section 5.7 (Was 5.6) with: “The Executive Assistant to the Executive Director of Finance will maintain a record (‘Charity Box Management Report’) detailing every instance where a charity box is distributed and subsequently received back. The details from the Request Form will be entered onto the Charity Box Management Report. - Replace Section 5.30 (Was 5.29) with: “Finance will return the empty charity box/es to the Executive Assistant to the Executive Director of Finance who will return them to the secure storage, completing the Sign Out Book.” - Replace Section 5.31 (Was 5.30) with: “If the charity box/e 2.9. s are not returned by the agreed date, the Executive Assistant to the Executive Director of Finance will make the first contact with the Nominated Person to arrange for the return. If the charity box/es are still not returned this will be escalated to the Chief Promotor to manage.” - Replace Section 5.26 (Was 5.25) with: “Charity box/es will be kept in a locked cupboard (‘Secure Storage’) with keys held by the Executive Assistant to the Executive Director of Finance.” - Replace Section 5.27 (Was 5.26) with: “The Executive Assistant to the Executive Director of Finance will record (the ‘Charity Box Management Report’), for each event:...” - Replace Section 6.1 with: “The Head of Charity will ensure that the Executive Assistant to the Executive Director of Finance understand their responsibilities within this procedure.” - Replace Section 7.1 with: “The Chief Promotor and Patient Engagement Manager will meet on a regular basis to review upcoming Engagement Events and agree the suitability/practicality of having charity box/es at these events. Replace Section 7.2 with. “The Chief Promotor and Executive Assistant to the Executive Director of Finance will jointly carry out a reconciliation of the the Charity Box Management Report, the Sign Out Book and a physical count of the box/es in storage on a quarterly basis to ensure that this procedure is being adhered to correctly.
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Charity Box Request Form

Thank you for requesting Charity Box/es to raise funds for the South Western Ambulance Charity. Please note all request forms must be fully completed and correct before submitting to **charitybox@swast.nhs.uk**.

Once forms are sent they will be logged and you'll receive a confirmation letter. By completing and submitting this form you will be assigned as the Nominated Person for this event. Please read the Charity Box Management Procedure to ensure you understand your roles and responsibilities as a Nominated Person.

Please ensure requests are sent with a minimum of four weeks' notice of the fundraising activity.

Personal Details

Name

Job title

Phone

Email

Activity Details

Type of activity

Event

Static Collection *(i.e. in a shop, café etc..)*

Activity Name

Address



Additional Details

Would you like a charity bucket or a tin?



Bucket



Tin

How many do you require?



Bucket



Tin

If both please specify how many of each

When would you like to collect the Charity Box/es from Exeter HQ?

What date do you agree to return the Charity Box/es to Exeter HQ?

Are you?



Staff



Volunteer (CFR/Governor)

Charity Box Management Procedure

By ticking this box you confirm that you have fully read and understood the roles and responsibilities of the Nominated Person, in the Charity Box Management Procedure and that you will ensure the safe return of the Charity box/es on the date you have entered above

Print Name

Key responsibilities of a nominated person

- Please make sure you have read and understand the [Charity Box Management Procedure](#);
- Whilst the Charity box/es are in your care, you must ensure that they are safe and secure;
- At the end of the fundraising activity the Charity box/es must be stored in a safe and secure location;
- Please do not break the seal of the Charity box/es or attempt to count the money collected. This function will be carried out by the Finance Directorate at Trust Headquarters (Exeter);
- As soon as practicable following the fundraising event please arrange the safe and secure return of the Charity box/es to the Finance Directorate at Trust Headquarters (Exeter);
- Charity box/es must be returned to an individual and not left unattended. Please keep a record of who you returned the Box/es to.

Contact Details

If you would like to contact the team with any questions please use the contacts below

Email charitybox@swast.nhs.uk

Telephone 0300 3690108

SUBMIT FORM

The South Western Ambulance Service Charity is a registered charity in England and Wales(1049230).

Charity Address:

**South Western Ambulance Charity
c/o SWASFT
Abbey Court
Eagle Way
Exeter
Devon
EX2 7HY**

Telephone :

0300 369 0108

Dear **xxxx**,

Thank you for agreeing to have a South Western Ambulance Charity static collecting tin on your premises. We really are grateful for your kind support in helping us to raise funds and awareness in this way.

Our dedicated supporter (known as the 'Nominated Person), is presenting this letter to you, together with their letter of authority to confirm they have permission to collect on our behalf.

They will be responsible for visiting you regularly to ensure all is well and to check that you are still happy with the arrangement.

Should the tin require emptying before their next visit is due, or if for any reason you believe that the tin may have been tampered with, is lost or stolen, we ask that you please report this immediately to the Nominated Person and they will inform South Western Ambulance Charity and the local police with immediate effect.

Following the collection of the static tin, if you would like a receipt confirming the amount collected please email charity@swast.nhs.uk and this will be arranged for you.

Thank you for your support, helping us to go the extra mile for the exceptional staff, volunteer heroes and communities served by the South Western Ambulance Service.

With best wishes,

<<Insert Name>>

<<Insert Position/CFR group>>

<<Insert contact number>>

Please read the following and confirm your approval by signing below:

I confirm my approval for a South Western Ambulance Charity static collecting tin to be placed at my premises (details below) for a given period of time. If the tin becomes full and needs to be emptied prior to the visit, I am happy to contact the Nominated Person direct to make the necessary arrangements. I understand I will contact the Nominated Person should this agreement change at any time or if I require the tin to be removed. I also confirm that should I believe the tin to have been tampered with in any way, that I will inform the Nominated Person, who will then inform the local police and South Western Ambulance Charity of this.

VENUE NAME: _____

TIN NO.: _____

CONTACT NAME: _____

TEL NO. _____

ADDRESS: _____

POSTCODE: _____

EMAIL: _____

SIGNATURE: _____

DATE: _____

**NOMINATED PERSON: PLEASE EMAIL A COPY OF THIS SIGNED DOCUMENT TO
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