

# COLLECTING BOX REQUEST FORM

Cuba 2013 2 - 11 March 2013

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

## DETAILS OF COLLECTION

Please give full details in the space provided of **when and where** you plan to collect:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Please note:

1. Before undertaking collections you must check with your Local Authority whether a permit is required. The definition of 'private' and 'public' collections can vary. There are strict legal requirements relating to collections (see fundraising guidelines for further details).
2. Due to the high demand for collection boxes we can only issue a maximum of two boxes per person. Unless otherwise requested above, only one collection box will be sent to you.
3. We will advise the local Macmillan fundraising team of your planned activity. If you plan any other collections not already identified above you **must** advise The Challenge Office (020 7840 7887) or your local Macmillan contact before proceeding.

I have already spoken to the following Macmillan representative about the collection (see above)

Name of Macmillan representative: .....

### I understand that:

- It is a criminal offence when seeking funds not to make a statement which complies with section 60 (3) of the Charities Act stating that monies collected are to support costs of the trip (flights and accommodation).
- It is illegal to carry out a public collection without a valid licence from my local authority
- I will not make any approach for a licence or private collection (eg supermarkets) without prior approval from Macmillan Cancer Support
- I cannot collect on private land without the owners permission
- Collecting boxes are my responsibility and must be returned to Macmillan Cancer Support immediately after my fundraising event.

I have read and understood the above and agree to obtain the necessary permission prior to collecting

Signed ..... Date .....

Collecting boxes will be issued once we have received your completed signed form and cleared this activity with your local Macmillan contact. **Please allow at least 14 days for delivery.** Macmillan Cancer Support reserves the right not to issue collecting boxes.

Please return to Challenge Events, Macmillan Cancer Support, 89 Albert Embankment, London, SE1 7UQ or Fax 020 7840 4717