

# COLLECTING BOX REQUEST FORM

**WE ARE  
MACMILLAN.  
CANCER SUPPORT**

**Macmillan Event (required)** \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Daytime telephone number \_\_\_\_\_

No of collection boxes requested (maximum 2) \_\_\_\_\_

## Details of collection

	Date	Location
Workplace		
Supermarket		
Pubs		
Sports Ground		
Shopping Mall		
Railway Station		
Street collection		
Other – please give full details		

### Please note that

- 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 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 4915) or your local Macmillan contact before proceeding.

I have already spoken to the following Macmillan representative about the collection as detailed 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 (e.g. 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 tins will be issued once we have received your completed signed form and cleared this activity with your local Macmillan contact. Please allow 14 days for delivery. Macmillan Cancer Support reserve the right not to issue collecting boxes.