

# COLLECTION BOX REQUEST FORM

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

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

I would like to order: **One / Two** Collection Boxes (delete as appropriate)

**One / Two** Collection Buckets (delete as appropriate)

(please note that the maximum number of buckets and boxes that can be ordered is two in total)

## Details of collection

## Date

## Location


### 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 your fundraising guide 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 Team ([challenge@macmillan.org.uk](mailto:challenge@macmillan.org.uk)) 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 (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 \_\_\_\_\_