

## How to create a cash collection event

To collect money you'll need to be over 16, with a permit from the Cystic Fibrosis Trust and the local council or police.

Events and fundraising enquiries:

t: 020 3795 2176 or e: [events@cysticfibrosis.org.uk](mailto:events@cysticfibrosis.org.uk)

- 1 Get permission**  
Contact your local supermarket/council to ask for permission to hold a collection in their store/town.
- 2 Collectors**  
Check how many collectors you are allowed at one time.
- 3 Enthusiasm**  
Ask your volunteers to be as enthusiastic as possible, it really helps bring the money in!
- 4 Get help**  
Ask family, friends and local supporters to help out for around two hours at a time.
- 5 Book early**  
Most collections in large towns/supermarkets get booked well in advance.
- 6 House collections**  
For house-to-house collecting, choose between envelopes you post through doors and collect later or a collection box.
- 7 Counting Money**  
When counting the money, there should always be two people involved. Funds must be put in collection envelopes and banked within 3-4 days.
- 8 Counting collections**  
When counting the money, there should always be two people must involved and funds must be banked as soon as possible.
- 9 Stay safe**  
Tell someone where you are collecting and when you will be back.
- 10 Advice and support**  
Contact your community fundraiser for fundraising materials to help you with your collection, advice and support.

"I've arranged collections at my local supermarket and raised lots of money; it's easy to do and only takes a few hours."



Once you have completed your collection all materials including permits must be returned to the Cystic Fibrosis Trust.