

Legal guidelines for collections

Collections in general

- To collect on private property (university campuses, hospitals, shopping centres, etc) you need the permission of the owner - ask for it in writing. Past experience has proven that collecting on private property can be extremely productive.
- To collect in the street you need a special licence from the council, at least two months notice is required (several months may be required for a popular date and/or a Saturday). To find out how to go about this visit:
<http://www.institute-of-fundraising.org.uk>
- WaterAid can do this on your behalf, but make sure you contact us in plenty of time.
- A permit must be obtained to carry out any collection in a public place, for example house-to-house collections as well as street collections.
- You MUST take along a copy of the letter or licence granting permission to collect.
- Every collector MUST wear at all times; a collectors badge with their signature and the signature of the collection organiser on it.
- All collectors must be over the age of 16.
- You are representing WaterAid. Do not place pressure on people to donate, harass them in any way, or behave in any other manner that reflects badly on the charity and on your group. Collection jars must not be shaken.

Collection Jars

- Collection jars must be sealed, decorated with a WaterAid jar sticker and not shaken.
- Collection jars must be opened and counted by an authorised collector and one other unrelated person. Both people must sign the financial statement.
- Make sure that the money is stored in a secure place and banked as soon as possible. It is best if the money is banked into a church/private account and a cheque sent to WaterAid.
- The proceeds of the collection should be sent to WaterAid within four weeks along with any unused collection materials.
- If collectors are claiming expenses, these should not be deducted from the monies collected. An expenses form can be obtained from WaterAid and a cheque will be issued.

WaterAid – water for life - The UK's only major charity dedicated exclusively to the provision of safe domestic water, sanitation and hygiene education.