



RHQ PARA Merville Barracks, Colchester CO2 7UT
Registered Charity No 1131977

Guidance for Cash Collections

Thank you for offering to collect for us to help the Charity and its beneficiaries.

These notes are intended to help you and ensure that your collecting is done within the law and established Codes of Practice. This is important to protect you as collector, us as charity and to reassure donors.

Permission To Collect

If you are collecting in a public place, you must get written permission from the site owner and if on the street, the Local Council/Authority. You can usually find out how to do this on their website. If you are on private premises (a pub, club or private gathering) you must seek permission from the landlord/owner of the building.

If you are leaving a collecting box in a pub or club, please get written permission from the landlord and an assurance that reasonable care will be taken of the box to avoid theft etc. Make sure you agree when you will return to collect a full box, or give them your contact number.

Collectors must be 16 or over.

Authorisation By Us

You will need to be registered as an **Authorised Collector** for the Charity. To do this, you will need to send us a copy of your proof of ID (driving licence or passport) and a copy of your proof of address (utility bill or driving licence if not used for ID), along with a passport photo so we can make up your ID badge. You will need to present this ID to the local authority/site owner.

Wristbands

We ask for a donation of £2 or more in return for a wristband. There is no limit to how much people may wish to give.

SUPPORT OUR PARAS is the trading name of The Parachute Regiment Charity Ltd.
Registered Charity No. 1131977. Companies House No. 07005997

Boxes

Boxes must be sealed. We will supply them ready-sealed, and marked with the charity's name, address and RCN number.

The seal must only be broken when the box is collected and the cash counted. When you collect the box and remit the proceeds, we will supply a new seal. We cannot do this until we have received a remittance note of your proceeds and the cash has been banked.

Counting And Sending Money To The Charity

Please count the money in the presence of an independent, unrelated witness. This should not be done in public. You and the witness should sign and date the attached form certifying the amount remitted.

Try to bank cash by the next day. If it is a large amount, take someone with you to the bank. If kept overnight, keep cash safely in a closed container.

You can remit the money to the Charity in three ways:

- 1)** By personal cheque made out to **SUPPORT OUR PARAS**.
- 2)** By online BACS payment (contact us for our details).
- 3)** By taking the cash to the bank and paying to our account. Please ensure you have a counterfoil/receipt.

Please do not try to send cash by post, even if it is in banknotes.

Do not deduct any money for expenses (e.g. postage etc). If you have agreed any expenses with us beforehand, these will be dealt with separately.

When you have finished collecting, please ensure that the boxes are returned to us.

Please also return your Authorised Collector's ID to us.

Please remember that when collecting for us you are representing the good name and reputation of The Parachute Regiment Charity and we ask that you maintain our own high standards. No undue pressure must be placed on site owners or donors.

REMITTANCE

This is to certify that the amount of £ _____
being the full and entire proceeds of a collection made at
_____ on
_____ (Date) has been collected and counted by:



Name _____

Address _____

Post Code _____

Contact Number _____

Signature _____

In the presence of:

Name _____

Address _____

Post Code _____

Contact Number _____

Signature _____

Remittance has been made by (tick box):

Personal cheque enclosed Personal payment by BACS on _____ (Date)

Payment via Bank (counterfoil/bank receipt attached) on _____ (Date)

Bank _____ Branch _____

Please send with cheque/counterfoil to: **SUPPORT OUR PARAS, RHQ PARA, Merville Barracks,
Circular Road South, Colchester CO2 7UT**

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