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| --- | --- |
| Contact details | |
| Name of person holding tin |  |
| Email |  |
| Mobile |  |

CHARITY COLLECTIONS

|  |  |
| --- | --- |
| **Details of proposed collection** | |
| Charity |  |
| Registered Charity Number |  |
| Charity Address |  |
| Online fundraising details  (eg. JustGiving, Virgin) |  |
| Number of required buckets |  |
| Date bucket out |  |
| Date bucket in |  |
| Bucket number(s) (**staff only**) |  |

|  |  |
| --- | --- |
| **Method of payment to Charity** |  |
| Sort code |  |
| Account Code |  |
| Credit Card |  |
| Cheque: provide payee name |  |

|  |
| --- |
| Description of collection/event |
|  |

**Terms and Conditions**

Buckets must be returned to the Finance Office before 4pm on the above date.  
In exceptional circumstances, where fundraising occurs in the evening, buckets must be returned to a manager at the Students’ Union Zee Bar or Hub venue.

Should the individual fail to return buckets to the Students’ Union, they hold fundraised monies at their own risk.  
Bucket seals may only be broken by staff in the Activities Office.

**Signatories**

|  |  |
| --- | --- |
| Activity Organiser |  |
| SU Staff member |  |
| RAG Committee Representative |  |
| Finance Office (if necessary) |  |