

How to organise a Public Collection

Organising a public collection can be a great way to raise awareness for NICHS in your local community.

Permits

- A permit will be required from the PSNI for a collection taking place in a public place e.g. street collection, band parade, flag day. It is recommended that you apply at least six weeks in advance of the planned collection date. Contact your local PSNI station to enquire if your chosen date is available. The PSNI will send you the relevant paperwork to complete, and your NICHS contact can help you along the way.
- Private site collections e.g. supermarket and shopping malls will need permission from the person responsible for the site.
- No matter where you choose to collect you must first obtain the right permission.
- You may need to carry out a risk assessment prior to the collection.
- Bring any permit documentation along with you when you are collecting.



Before the day

- Choose your date and location wisely. For example, busy high streets or high-traffic roundabouts can be good spots for collecting. (Always make sure to adhere to road safety guidelines if collecting near roads).
- Recruit your volunteers for the day- friends, family, your affiliated club, and give them plenty of notice. Think about the type of volunteer you need and what will be required of them, e.g. standing for periods of time.

You could find volunteers to help through; family, friends, any club you might be a member of, parents at your child's school, or by posting an ask on social media.

- Create a rota for your collectors, allocating each of them a time slot and place to stand.
- If possible, arrange a "base" (such as a church hall or community centre) where volunteers can meet to pick up and drop off their buckets and t-shirts.
- Ideally, have two people permanently placed at the base to handle and secure incoming filled buckets.
- Brief your volunteers on the work of NICHS.
- Your NICHS contact can supply sealed collection buckets, collection cans, stickers, t-shirts and information leaflets.



90%

of our work is funded
by fundraising and
donations.

During your collection

- Make sure the collectors are as visible as possible.
- Tell the public why you are collecting.
- Do not shake your bucket/collection can as this is illegal.
- Be prepared for people to tell you stories of how they have been affected by chest, heart or stroke conditions.

After your collection

- Bank your money as soon as possible. Organise for two people to count the money. Speak to your NICHS contact about the best way to get the money to us.
- Complete any official paperwork e.g. PSNI Return Forms. You may need to put a small insert in the local newspaper noting how much was raised. Your NICHS contact can help you with this if needed.
- Remember to thank the person who gave permission for the collection e.g. manager of the local supermarket, or football ground. You could arrange a thank you notice for their community noticeboard, or mention them in a Facebook post.
- Thank your volunteers and let them know how much was raised from the day.
- Speak to your NICHS contact about returning our materials as soon as possible.

**If you require any more information
please ring 028 9032 0184, or email
communityfundraising@nichs.org.uk**



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