

HOW TO ORGANISE A STREET COLLECTION FOR OLDIES CLUB

Street collections are an excellent way to raise funds, and in many ways are much easier to organise than stalls or other events. If you can organise a street collection in your area Oldies Club can advise you about the procedures, but below is a basic guide:

- Phone your local council's licensing department to arrange for a street collection license – this isn't nearly as daunting to organise as it sounds. They should be able to go through available dates and make a provisional booking. Rules do vary from council to council, but they will advise you if there are any local restrictions, for instance on where you can stand and how many collectors you are allowed. Some councils have information and application forms on their website.
- They will send or e-mail a simple form asking for your details and the charity's details, which you will need to complete, sign and post back asap, you should then receive your printed licence for the date/times agreed.

For the form you will need our registered address and charity number:

Oldies Club, 49A Kinross Close, Fearnhead, Warrington WA2 0UT
Registered number: 1118246

If you need any other information contact us on oldies@oldies.org.uk and we will be able to help

- Once you have a date arranged let Oldies Club know as soon as possible. We can provide collection tins, sashes for the collectors and leaflets.
- The next thing is to find enough people who can help on the day. We will do our best to help with this and will contact any local volunteers, fosterers and adopters. Ideally you will need at least 2-3 people at any time – more would be better - so that people (and dogs) can take breaks without leaving anyone on their own. Unless you have lots of local volunteers it's probably best to concentrate on the busiest times (say 10:00 – 3:00) rather than trying to cover the whole day.
- Take dogs! It makes a huge difference, you will be pretty much ignored if it's just people with collecting tins, but people will want to come and make a fuss of any dogs you have with you. They don't have to be Oldies dogs – or even old dogs – but they will need to be calm, friendly dogs who will tolerate being petted endlessly by adults and children. Make sure that the dogs have water, something comfy to lie on and get a break and a walk round from time to time.

It is best to mention to the council when you first contact them that you will have dogs with you, but generally so long as you are collecting in an area where dogs are allowed anyways it won't be a problem.

- Please remember that collectors aren't allowed to approach people or rattle tins. Children under 16yrs can come along as 'helper' but can't collect money. An obvious point, but the people collecting need to spread out and stay focussed on the job, if they are all standing in a huddle talking among themselves nobody is going to interrupt them to donate!
- Along with your collection licence the council will send you a returns form to fill in and send back to them after the collection to confirm how much was raised. Local rules vary but you will probably need to find an independent person to witness the tins being opened and the money counted who can counter-sign the form.

Some councils also require that you notify the local paper that a collection has been held and the amount raised. Your council can advise on this, but normally you can do this by e-mailing the information to the news editor.

If you need any other information or have any questions let us know, we'll do our best to help.

GOOD LUCK AND HAPPY COLLECTING!