

## Collecting for PAPYRUS

Thank you for collecting in aid of PAPYRUS. Your generous support will help raise vital awareness of our life-saving services. To comply with charity law, there are different legal requirements depending on the type of collection you are planning. For more information please visit [www.fundraisingregulator.org.uk](http://www.fundraisingregulator.org.uk)

PLEASE READ THE GUIDELINES BELOW – THANK YOU.

### General Guidance

- You **must** use only official PAPYRUS Prevention of Young Suicide collection boxes
- All collection boxes **must** be securely sealed with the seals provided by the charity. If you need any more, please let us know.
- All collection boxes **must** be returned with **one month** of their final use.
- If you believe a collection box has been stolen or interfered with, **contact us immediately in writing** and report it to your local police.
- When collecting money, you **must not** put undue pressure on people to donate. This includes shaking the collection boxes, or hassling people.

### Street collections

If you're planning on holding a street collection, you **must** obtain a licence from your local authority or council. We would suggest you apply least one month before your collection to avoid disappointment. **We must see your collection licence before we send out the buckets.** If you need any help filling out the relevant documents, please let us know.

### Static collections or collections in a local venue

If you're collecting in a private venue (e.g. a pub or a shop), you **must** obtain written permission from someone who owns or manages the venue. You **must** send us proof of this before we send the collection box out. If the collection box is going to be left in a venue, it's important to check in on it. You should bring along a copy of your authorisation letter and a form of ID (such as a driving licence or passport) to verify your identity.

We would suggest checking every month to make sure the box is still secure and doesn't need emptying. Make sure you leave your contact details with the box, as well as the contact details you have been given from PAPYRUS. This letter will be valid for either a specific date, or three, six, or twelve months. If you need it extending, please get in touch with the fundraising team.

PAPYRUS is the national charity dedicated to the prevention of young suicide in the UK.

Head Office: Unit 1, Lineva House, 28-32 Milner Street, Warrington, WA5 1AD

Tel: 01925 572 444 Email: [admin@papyrus-uk.org](mailto:admin@papyrus-uk.org) Web: [papyrus-uk.org](http://papyrus-uk.org)

Registered Charity No: 1070896 Company Limited by Guarantee No: 3555482

**HOPELINE UK 0800 068 4141**

1 07786

[pat@papyrus-](mailto:pat@papyrus-uk.org)

### Returning your collection tins or buckets

When you have finished fundraising, please take your sealed collection boxes to a secure location, such as your home. If you are picking the collection box up from a public place, please take someone with you. With your collection box you will have received a Donations Returns form. Please count the money in the presence of a witness and fill in this form.

When you have done this, please return the form **and** your collection boxes to the address below. You will have received a postbag and label to do this. We do not have a freepost address but you are welcome to take the cost out of your fundraising.

The Fundraising Team, PAPYRUS Prevention of Young Suicide  
Lineva House  
28-32 Milner Street  
Warrington  
Cheshire  
WA5 1AD

### How to donate

- Send a cheque made payable to 'PAPYRUS' to the above address with your donations returns form.
- Deposit the cash in your bank and transfer the money online:  
PAPYRUS Prevention of Young Suicide  
Sort Code: 405240  
Account Number: 00009952  
Reference: Collection + [Your Name]  
Our bank account is managed through CAF bank.
- Deposit the money in your bank and transfer it over the phone by calling 01925 572 444
- Pay the cash directly into our account at any HSBC branch. **Please let us know if you would like to use this method**, as we will need to send you a paying in slip for the bank.

After you've returned your collection boxes, as well as your donations, we'll send you a thank you letter.

**Good luck with your collection and thank you for supporting PAPYRUS**

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