



## Collections can guidelines

- You must obtain permission from the owner of the premises or local authority before displaying your collection can on private property or the street. We can provide you with a letter of authority which will help you obtain permission - just ask if you haven't already.
- Remember that you are representing Together for Short Lives. Please be polite, say thank you, and do not locate your can or behave in a manner to cause, or be likely to cause, danger, obstruction, inconvenience or annoyance to anybody.
- Keep your can safe. Make sure the seal on your can is securely fixed, and that you are with the can at all times. If you are leaving the can in a shop or business make sure it is securely attached to the counter.
- Let us know immediately if you suspect that the can or its contents are being interfered with in any way, or in the event that it is stolen.

### My collection can is full

Always count up the contents of your collection can in a safe place, with two people present.

You can send a cheque for the equivalent amount, made payable to 'Together for Short Lives', to: Together for Short Lives, New Bond House, Bond Street, Bristol, BS2 9AG. Remember to include a note letting us know who you are and what the money is from so that we can send a thank you and attribute the money to you.

To pay over the phone, via bank transfer or at a bank branch call 0117 989 7820.

**Please do not send cash in the post**

### Sending the cans and buckets back

It's really important to us that you send our cans and buckets back to us here:

Freepost RSCE-CLRK-YKAZ, Together for Short Lives, New Bond House, Bond Street, Bristol, BS2 9AG.

Each can costs us £2.30 and each bucket costs us £3.30 plus the postage to send them out and we send out a lot of these in a year so it all adds up. There's also the risk of fraud, where someone might end up getting hold of one of our cans or buckets and pretend to collect money for us.

**So just pop them in a box or wrap them securely in brown paper and send them back to us. However if you'd like to carry on collecting that's great, thank you. Just remember to contact us for more security seals.**