

Organising a Street Collection

I recently organised my first street collection, here are some notes that may help you to organise your street collection.

PSNI Permit

You need to arrange a date with the PSNI and then submit your application. It may be several months before there is a suitable date. As part of that application you will need a letter from the Association allowing you to collect on their behalf, on a certain date and between specified times. The letter should also specify where the collection will occur. The letter must specify your name. You will need three people to sign the permit application and provide information for a background check.

It is possible to have the permit holder as the MND Association, presumably the NI branch!

MND Association

The Association can also supply a letter for you to give to each collector (along with a copy of the PSNI permit). This letter authorises each collector and is from you (as the permit is in your name). I should have had envelopes prepared for collectors with the permit, my letter and collecting regulations.

Banners/Flags

Originally I was going to have the MND banner displayed, however, I needed to get council permission and permission from the property that would display the banner. I decided I did not need a banner after all.

Collecting Regulations

You will receive with the permit a copy of the regulations which must be adhered to. There are some interesting regulations ie you cannot have an animal with you whilst collecting, you cannot have a collecting box on a pole!

Counting the Donations

Counting the money can be the most difficult part of the day. You should consider having two people stop collecting early to count the money collected so far. Remember to have enough money bags and a pen, paper and calculator! Finding somewhere suitable to count is important, a table in a corner of a Food Court worked fairly well for us although it was a bit public.

Storage

Whilst collecting you will have spare buckets, lapel stickers, MND caps, woolly hats and waistcoats. Finding somewhere convenient to store these can be awkward. I had my car parked quite close to where we were collecting which worked well.

On the Day

Everyone who plans to attend should have the organiser's mobile number

After the event

Submit a "thank you" notice to the local paper, this should specify the date, location and how much was raised.

The PSNI will provide a form to be filled in after the event, this must be completed within two months. You will require

1. Proof of how much was raised (a receipt from the Association).
2. A copy of a newspaper article which states the amount raised.
3. Two people from the association to verify the amount.
4. A "responsible person" not connected with the Association who will confirm they have seen any expense claims and they are "reasonable".