

## Rules and Regulation for the Collection Centres – 26<sup>th</sup> Grand Finale

**1.** A Collection Centre (hereinafter referred to as *Collection Centre*) is formed to work independently in aid of the public charitable collection held by the Great Orchestra of Christmas Charity Foundation (hereinafter referred to as the *GOCC* or the *Foundation*) on **14<sup>th</sup> January 2018**.

**2.** The aim of the activities undertaken by the Collection Centre is to hold a public charitable collection in aid of the cause stated by the Foundation. The collection is held by means of cardboard Collection Boxes. Each Collection Box should be assigned to one volunteer and it should be labelled with their ID number. The Collection Centre can hold sporting or entertainment events in order to attract more public attention to the charitable collection.

**3.** Chief of Collection Centre, who is the promoter of the collection, (hereinafter referred to a *Chief of Collection Centre*) can also hold a ‘Fund-raising Event’ or run a collection by means of Stationary Collection Boxes, displayed on the premises of the Collection Centre, or by means of Online Collection Box. If the Chief of Collection Centre decides to run these additional fundraising initiatives, they should comply with:

- a. Rules & Regulations of ‘Fund-raising Events’;
- b. Rules & Regulations of Stationary Collection Box Fundraiser;
- c. Rules & Regulations of Online Collection Box Fundraiser;

**3.1** Chief of Collection Centre is obliged to enter all relevant information about the ‘Fund-raising Event’ in the Chief of Collection Centre Database (hereinafter

referred to as *Database*). The information includes the date, venue, kind of event, and personal and contact details of the event manager. Chief of Collection Centre should also obtain the event manager's written permission to process their data.

**3.2** Chief of Collection Centre is obliged to enter all relevant information about collection by means of Stationary Collection Boxes displayed on the premises of the Collection Centre into the Database. The information includes the number of Collection Boxes displayed on the premises, name of the Collection Box, address at which the Collection Boxes are displayed, location of the Collection Boxes on the premises, and contact details for the person responsible for this collection (hereinafter referred to as *Custodian of Stationary Collection Boxes*). Chief of Collection Centre also should obtain their written permission to process their data.

**3.3** Chief of the Collection is obliged to enter all relevant information about collection by means of Online Collection Box into the Database. The information includes the name of the site where the collection is held, dates of the collection, method of the collection, currencies accepted, payment service provider, and other conditions relevant to the online charitable collection.

**4.** Collection Centre should be established under the auspices of an organizational body or institution, such as school, library, community centre, or city council. A Collection Centre cannot be established and run from a privately owned apartment or house. The premises of the Collection Centre should be accessible to the members of the public.

**5.** Only a person with unblemished reputation, who has a full legal capacity can become a Chief of Collection Centre.

**6.** Responsibilities of the Chief of Collection Centre include:

- a. managing the work of the Collection Centre in its entirety;
- b. representing the Collection Centre;
- c. providing contact details such as phone number and e-mail address necessary to ensure effective operation of the Collection Centre;
- d. making the contact details, mentioned above, available to the staff at the Foundation, volunteers, sponsors, and other parties.

### **Handling the proceeds of charitable collection**

**7.** Chief of Collection Centre chooses the members and oversees the work of a Finance Committee (hereinafter referred to as the *Committee*), which is responsible for counting money raised by the volunteers on the day of the Grand Finale. The committee should consist of at least three members. The Committee's members should have full legal capacity and have excellent reputation.

**7.1** The members of the Committee report to the Chief of Collection Centre.

**7.2** The members of the Committee cannot be related (by marriage or otherwise) to the Chief of Collection Centre.

**7.3** The members of the Committee are responsible for counting and securing the money raised in the course of the public collection.

### **Establishment and registration of the Collection Centre**

**8.** In order to establish a Collection Centre, Chief of Collection Centre should fill in an online application form to request the permission (*Application to establish the 26<sup>th</sup> Grand Finale Collection Centre*).

The application form is available online. The application form should contain:

**8.1** Name and address of the institution, whose premises are used by the Collection Centre;

**8.2** Contact information for the Collection Centre such as phone number and e-mail address (as mentioned in § 6 point c and d);

**8.3** Personal data of the Chief of Collection Centre (name, surname, personal identification number, and all other relevant data);

**8.4** Personal data of the members of the Committee (name and surname, personal identification number, address, phone number).

**9.** The printed, duly signed and stamped application must be delivered to the Foundation's office by **20.11.2017**.

**10.** Having received the original of the application form, the Foundation grants the Collection Centre a written permission to run a public charitable collection . The Foundation reserves the right to reject an application form without stating the reason for doing so.

**11.** One institution can host only one Collection Centre. Once established and registered, the Collection Centre does not need to fill in another application form in order to hold a 'Fund-raising Event', run a collection by means of Stationary Collection Boxes, or by means of an Online Collection Box.

**12.** The Foundation issues the permission to hold the charitable collection in writing. The collection should be held according to the relevant decisions made by the Ministry of Internal Affairs and Administration, as stated in the Act of March 14<sup>th</sup> 2014. The permission form is sent to the Collection Centre's address, as stated on the application form.

**13.** Collection Centre is officially established as soon as the permission form is delivered to the premises of the Collection Centre. The Foundation reserves the right to revoke the permission to establish the Collection Centre without

providing the reason for doing so. The permission can be withdrawn in any form – including an e-mail sent to the Chief of Collection Centre. The withdrawal of the permission to establish a Collection Centre is tantamount to the dissolution of the Collection Centre. After the dissolution of the Collection Centre, its Chief is obliged to follow all instructions issued by the staff at the Foundation in order to secure all income of the public charitable collection.

**14.** The Chief of Collection Centre and the members of the Committee are bound by the provisions of the these Rules & Regulations.

#### **Recruitment & registration of volunteers**

**15.** Chief of Collection Centre is responsible for recruiting and registering volunteers. The detailed guidelines for recruitment and registration are available online as an appendix 1 to this document.

#### **Registration of Stationary Collection Boxes**

**16.** The procedures of registration of collection by means of Stationary Collection Boxes, displayed on the Collection Centre premises are available online as an appendix 2 to this document.

### **Responsibilities of the Foundation**

**17.** The Foundation provides the Collection Centre with all materials and items necessary to hold the charitable public collection such as cardboard collection boxes, seals, banderols, ID cards for volunteers, promotional posters, and around 20 sheets of heart stickers per volunteer registered at the Collection Centre.

**18.** In case of any additional queries or questions concerning the registration, running, and activities undertaken by the Collection Centre, the Chief of Collection Centre can get in touch (via e-mail or via phone) with the office of the Foundation.

### **Duties and responsibility of Chief of Collection Centre**

**19.** Chief of Collection Centre assumes personal responsibility for all activities leading to the public fundraiser and work of the Collection Centre until the Foundation approves of the financial report submitted by the Collection Centre, and thus dissolves the Collection Centre.

**20.** Chief of Collection Centre has to make sure that the collection boxes used by the volunteers are secured with seals and banderols, and in case of bad weather conditions, they need to make sure that the collection boxes are protected from the elements (for instance, by weather-proofing them with cling film).

**21.** Chief of Collection Centre is responsible for overseeing that the public collection on the day of the Grand Finale and all other activities undertaken by the Collection Centre are held according to the provisions listed in:

**21.1** the permission form they have received from the Foundation;

**21.2** the application to hold a public collection made according to the Act of March 14<sup>th</sup>, 2014 on the organization of public charitable collections;

**21.3** regulations and laws applicable for the venue or area where the collection is taking place.

**22.** Collection Centres cannot accept donations, such as items or goods, on behalf of the Foundation. In exceptional cases, the Foundation can issue an official permission, allowing the Collection Centre to accept such material donation.

**23.** Collection Centres can accept financial donations made by persons, who have obtained the funds through the sale of items and services made on the premises on which the Grand Finale fundraiser is being held.

**24.** Delegating responsibilities connected with the organisation of the public collection to third parties does not free the Chief of Collection Centre from responsibility.

**25.** All members of staff at the Collection Centre work on voluntary basis and cannot profit financially from the work they do at the Collection Centre.



## **Financial accounts of the money raised in the public collection**

**26.** Each volunteer and each Custodian of Stationary Collection Box should receive a document stating the sum of money they have collected as soon as their collection boxes have been handed in and money has been counted by the members of the Committee. The volunteer's collection balance sheet serves as a confirmation of the amount of money raised and confirms their participation in the public collection. What is more, the balance sheet serves as an acknowledgement for the volunteer. The money should be counted in the volunteer's or Custodian's presence and they should sign the balance sheet to confirm the amount entered by the members of the Committee.

**27.** The overall collection ledger, which lists the amount of money collected by each volunteer, should contain:

**27.1** name and surname of each volunteer

**27.2** ID number of each volunteer

**27.3** amount of money raised by each volunteer

**27.4** signature of each volunteer attesting the sum entered into the ledger

**27.5** signature of the person, who has counted the money, or the signature of the members of the Committee attesting to the authenticity of the information in the document.

**28.** The Stationary Box Collection ledger is a comprehensive document, and as such it should contain:

**28.1** names of all Stationary Boxes;

**28.2** numbers of permits for each of Stationary Box;

**28.3** sum of money collected by means of each Stationary Box;

**28.4** signature of the Custodian of Stationary Boxes;

**28.5** signature of the person who has counted the cash in the presence of the Custodian or signature of the members of the Committee, which serves to verify the information in the document.

**29.** Money, which has been counted by the members of the Committee, or people selected to do so by the Chief of Collection Centre, should be secured in security envelopes, which each Collection Centre receives from the Foundation. These envelopes should be delivered to the bank by **19.01.2018** to be recounted and then wired in the Foundation's account.

**30.** Chief of Collection Centre is responsible for providing the Foundation with a complete financial report of the fundraiser. The report should be submitted in writing, otherwise it shall be declared null and void. This report should contain:

**30.1** the overall collection ledger, listing sums raised by each individual volunteer;

**30.2** the complete income summary of the collection;

**30.3** clear and legible copy of the deposit slip in order to confirm that the funds have been transferred into the Foundation's account, or a document issued by the bank which confirms that the money has been delivered to the bank for re-counting & transfer.

**31.** Chief of Collection Centre is obliged to keep the originals of the documents mentioned above for period of 5 years and to be ready to present them at the Foundation's request at any time.

**32.** The entirety of the cash raised in the Grand Finale collection should be transferred into the Foundation's account by **19.01.2018**. The account number is available in the Database.

**33.** The written income report of the fundraiser should be sent by registered mail or delivered personally to the office of the Foundation by **31.01.2018**.

**34.** Chief of Collection Centre should commit to promoting and publicizing the public collection and other accompanying events to the best of their ability and using all available means.

**35.** Chief of Collection Centre is obliged to:

**35.1** economize on the organization of the collection and the accompanying events and make sure that the money is being spent sparingly;

**35.2** if there are any accompanying events being held (such as concerts, sporting events, dances), the Chief of Collection Centre should not pay the artists for their performance. The artists, performing in aid of the collection agree to be reimbursed for travel expenses only. When possible, travel expenses should be covered by the sponsors of the event;

**35.3** notify the Foundation about all and any marketing, commercial, or publicity undertakings making use of the Foundation's legally protected trademark and name of the Foundation;

**35.4** make sure that the sponsors are aware of the ways the money they have offered in support of the Collection Centre is being spent;

**35.5** having received the income report from the Collection Centre, the Foundation will send blank acknowledgement forms. The Chief of Collection Centre is obliged to state the number of forms required and then to deliver them to sponsors and partners of their Collection Centre.

**35.6** make sure that the volunteers receive their balance sheets and sponsors receive their acknowledgement forms after the income report has been delivered to the Foundation.

**36.** All means to hold the collection should be procured from the sponsors of the Collection Centre. Chief of Collection Centre can also use of services offered by sponsors. It is forbidden to use the money raised at the public collection to pay for the events held as a part of the collection or to cover the costs of organizing and promoting the collection itself.

**37.** The Foundation cannot reimburse any costs incurred by the Chief of Collection Centre. It also means that the Foundation cannot pay any bills issued for the organization of the fundraiser in the name of the Chief of Collection Centre.

**38.** Chief of Collection Centre declares that they are the controller of the volunteers', members' of the Committee, Custodians' of the Stationary Collection personal data. It means that they take full responsibility for collecting appropriate permissions to process the data and permission to pass this data to the Foundation for the purpose of preparing, managing and finalizing the public

collection as well as for the purpose of keeping records of volunteers and other individuals involved in the running of Collection Centre.

**39.** Chief of Collection Centre cannot transfer responsibilities listed in the rules herein to any third party.