

Rules and Regulations of Online Collection Boxes

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 **14th January 2018**. The Collection Centre will hold the collection by means of online media outlets, which are to be used to host the online collection boxes (hereinafter referred to as Online Collection Boxes).
2. Collection can be managed and organized by a natural person exercising full legal capacity, legal person or an entity without a legal personality which runs a business (hereinafter referred to as *Collection Manager*) and has the facilities to hold the charitable collection by means of Online Collection Boxes.
3. Collection by means of Online Collection Boxes can take place between 15.12.2017 and 14.01.2018.
4. Collection should be held by means of electronic platforms, such as the Internet, via text messages or via phone.

People responsible for organizing and running the charitable collection by means of Online Collection Boxes

5. In order to hold the public charitable collection by means of Stationary Collection Boxes, the Collection Manager should first establish a Collection Centre and appoint the Chief of the Collection Centre.
6. Only a person with unblemished reputation and exercising a full legal capacity can be appointed the Chief of the Collection Centre. The Chief of the Collection Centre is responsible for the activities before, during, and after the Finale collection. The Chief of the Collection Centre represents the Collection Centre.

Procedure for Collection Centre registration and establishment

7. In order to establish a Collection Centre the Chief of the Collection Centre fills in an online application form (*Application to establish a 26th Grand Finale Online Collection Box Collection Centre*) which is available at sztaby.wosp.org.pl. The application form should contain:
 - 7.1 address and name of the Collection Manager;
 - 7.2 email for the Collection Centre;
 - 7.3 addresses of the Collection Centre Headquarters (location of the main office of the Collection Manager); phone number, website address which will publish information about the collection;

7.4 personal details of the Chief of the Collection Centre (name, surname, personal ID number, as well as a permission to process personal data)

7.5 name of the platform where the Online Collection Box will be held, payment service provider, and other information relevant for the charitable collection held by means of Online Collection Boxes.

8. Chief of the Collection Centre should print out the duly filled application form in order to sign and stamp it with the Organizer's company stamp. The form should be delivered personally or by post to the office of the Foundation by **20.11..2017**.

9. After the duly signed and stamped documents have been delivered to the office of the Foundation, the Foundation grants a written permission to hold the public charitable collection. The Foundation reserves the right not to grant the permission to hold the collection without stating the reason for doing so.

10. The permit, granted by the Foundation is given according to the provisions made in the Act of March 14th, 2014 on the organization of public charitable collection. The permit is sent to the address listed in the application form.

11. The Chief of the Collection Centre should keep the original of the permit issued by the Foundation.

12. Collection Centre is officially established as soon as the permission form is delivered to the address stated on the application form. The Foundation reserves the right to revoke the permission to establish the Collection Centre without stating the reason for the decision. The permission can be withdrawn in any form – including by email sent to the Chief of the Collection Centre. The withdrawal of decision to establish the 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.

13. The Chief if the Collection Centre and the members of the Committee are bound by the provisions of Rules and Regulations herein.

14. Chief of the Collection Centre can choose to hold a public charitable collection by means of Stationary Collection Boxes, which can be displayed on the premises of the Collection Centre. The procedures and Rules and Regulations for holding this collection are available on our website and the Chief of the Collection Centre must follow these provisions.

14.1 If the Collection Centre holds an additional collection by means of Stationary Collection Boxes, which are displayed on the premises of the Collection Centre, the Chief of the Collection Centre is obliged to update the Database with all relevant information about the collection, such as the number of Collection Boxes on display, name of the Collection Box, address at which the Collection Boxes are displayed, personal details and permission to process the information from the person responsible for the collection.

Responsibilities of the Foundation

15. The Foundation is obliged to provide the Collection Centre with all materials and items necessary to hold the charitable public collection, such as statement from chairman of the board of the Foundation confirming the legitimacy of the collection, promotional materials.

16. The Foundation will, to the best of its ability, advertise the collection by means of the Online Collection Box via its website and its social media channels. The Collection Centre, however, must assume full responsibility for publicizing and advertising their collection.

Duties and responsibility of Chief of the Collection Centre

17. Chief of the Collection Centre and Manager of the Collection share the responsibility for the activities leading to the public collection and work of the Collection Centre until the moment the Foundation approves the financial report submitted by the Collection Centre, thus dissolving the Collection Centre.

18. The collection has to be clearly publicized as a collection held by the 26th Grand Finale Collection Centre. The information about the collection cannot suggest in any way that the collection by means of Online Collection Boxes is held by the Foundation. All promotional materials such as computer graphics should be first approved by the PR staff at the Foundation (redakcja@wosp.org.pl)

19. Chief of the Collection Centre manages and oversees public charitable collection by means of Online Collection Boxes, in accordance, in particular, with:

19.1 permit to run the collection issued by the Foundation;

19.2 application to run the public collection done according to the provisions of the Act of March 14th, 2014;

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

20. Application used to collect money should continuously display the amount of money collected.

21. 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 the donation.

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

23. All members of the staff at the Collection Centre work on voluntary basis and cannot profit financially from their work at the Collection Centre.

24. Chief of the Collection Centre is obliged to ensure that the payment service providers forego their fees. If it proves to be impossible, the information about the fee should be displayed and visible on the website.

Financial procedure of accounts of the money raised in the public collection

25. The entire amount of money collected by means of Online Collection Box should be transferred into the Foundation's account by 31.01.2018.

26. After the end of the collection by means of Online Collection Box, the Chief of the Collection Centre signs the financial report of the charitable collection, to confirm the information as well as to confirm that the income from the collection has been transferred to the Foundation's account.

Online financial procedure on the Chief of the Collection Centre profile

27. The Collection Centre should complete the financial report online (available on the Chief of the Collection Centre profile). The deadline for submitting the financial report is 31.01.2018. The online financial report should be followed by the delivery of the financial report described below.

Written financial report of the collection (Chief of the Collection Centre Profile)

28. Chief of the Collection Centre is obliged to hand in the complete financial report of the collection. The financial report should be presented in writing and should contain:

28.1 the collective sum raised by the Collection Centre entered into the document issued via the system online;

28.2 legible copy of the deposit slip confirming that the entire amount collected by means of Online Collection Boxes has been transferred into the Foundation's account.

29. The Chief of the Collection Centre should keep the original documents mentioned in § 28.2 for at least 5 years. The documents should be made available to the Foundation upon request.

30. The written financial report, containing documents mentioned in § 28 should be delivered to the office of the Foundation by 31.01.2018. The documents can be either sent by post or delivered in person.

Transfer of money collected by means of Online Collection Boxes

31. The money collected by means of Stationary Collection Boxes should be transferred into the Foundation's account. The account number is listed in the Chief of the Collection Centre Database or transferred into the Foundation's account via PayU app (provided that the application has been linked with the online profile)

32. The Collection Centre is obliged to promote and publicize the public collection to the best of their ability and using all available resources.

33. The Foundation does not cover any of the costs incurred by the Collection Centres. The Foundation does not accept bills or invoices issued for the services and goods purchased by the Collection Centres.

34. The Collection Centre is dissolved and the Chief of the Collection Centre is freed from the responsibilities listed herein as soon as the Chief of the Collection Centre receives the final report from the Foundation.

35. Chief of the Collection Centre declares that they are the controller of personal details of the members of the Committee. As such they have acquired all necessary permits for personal data processing as well as the permission to transfer the details to the Foundation in order to finalize and complete the process of public charitable collection as well as keep register of persons on the Committee.