

Rules and Regulations for Stationary Collection Boxes Fundraiser – 26th Grand Finale

1. A Collection Centre running a collection by means of a Stationary Collection Box as part of 26th Grand Finale collection (hereinafter referred to as *Finale*) is established in order to act independently to run a charitable collection in aid of the Great Orchestra of Christmas Charity Foundation (hereinafter referred to as the *Foundation*). The charitable collection is held on the premises (shop premises, bank premises, other offices/business locations) of the company organizing the Stationary Collection Boxes fundraiser.
2. The 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 business and has the facilities to hold the charitable collection by means of Stationary Collection Boxes.
3. The charitable collection by means of Stationary Collection Boxes displayed on the company's premises can take place between 15.12.2017 and 14.01.2018.
4. The collection should be held on the premises of the businesses ran by the collection manager (shop premises, bank premises). The collection cannot take place in a privately owned residential premises.

People responsible for organizing and running the public collection at the organizer's premises.

5. In order to hold the public charitable collection by means of Stationary Collection Boxes, the Organizer should first establish a Collection Centre and to appoint the Chief of the Collection Centre. The Organizer can establish only one Collection Centre to run the collection on their premises.
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.
7. The Chief of the Collection Centre appoints and reviews the work of the Finance Committees responsible for handling the proceeds of the collection (hereinafter referred to as the *Committee*). Each Committee should be formed by at least 3 people – the Head of the Committee (hereinafter referred to as *Decision-making Person*) is appointed by the Organizer of the collection and at least two other employees of the company running the collection who have been appointed by the Decision-making Person. Only people with unblemished reputation and exercising full legal capacity can be on the Committee. The responsibility to organize the work of the Collection Centre cannot be transferred onto the Committee, because the Chief of the Collection Centre bears full responsibility for the collection.
All members of the Committee should be present at the money-counting procedure:
 - 7.1 Decision-making person responsible for the work of the Committee;
 - 7.2 At least two members of the Committee appointed by the Decision-making person.

8. The members of the Committee report to the Organizer of the collection and the Chief of the Collection Centre.

Procedure for Collection Centre registration and establishment

9. 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 Stationary Collection Box Collection Centre*) which is available at sztaby.wosp.org.pl. The application form should contain:
 - 9.1 address and name of the Organizer;
 - 9.2 email for the Collection Centre;
 - 9.3 addresses and names of the branches where the collection by means of Stationary Collection Boxes will be held;
 - 9.4 personal details of the Chief of the Collection Centre (name, surname, personal ID number, as well as a permission to process personal data) .
10. 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**.
11. A *Statement of the organizer of public charitable collection held on the premises of the branches of the company* should be printed alongside the application form and it should be sent to the office of the Foundation as well.
12. 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.
13. 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. The Foundation also sends the *Form of agreement to deposit money*, which allows the money collected by means of Stationary Collection Boxes to be deposited on the premises of the Organizer.
14. The Chief of the Collection Centre should keep the original of the permit issued by the Foundation. A copy of this document should be displayed along the Stationary Collection Boxes in each location where the collection is taking place.
15. 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 an 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.
16. The Chief if the Collection Centre and the members of the Committee are bound by the provisions of Rules and Regulations herein.

Responsibilities of the Foundation

17. The Foundation is obliged to provide the Collection Centre with all materials and items necessary to hold the charitable public collection, such as cardboard Stationary Collection Boxes required by each location, seals to secure Stationary Collection Boxes, statement from chairman of the board of the Foundation confirming the legitimacy of the collection on the premises of the Organizer, promotional materials: posters and around 20 sheets of heart stickers per Stationary Collection Box.

Duties and responsibility of Chief of the Collection Centre

18. Chief of the Collection Centre assumes personal responsibility for all 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.
19. Chief of the Collection Centre manages and oversees public charitable collection by means of Stationary 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. 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.
21. Delegating responsibilities connected with the organization of the public collection to third parties does not free the Chief of the Collection Centre from responsibility.
22. All members of the staff at the Collection Centre work on voluntary basis and cannot profit financially from their work at the Collection Centre.

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

23. The Stationary Collection Box is opened as soon as it is full or as soon as the collection officially ends. The Collection Box should be opened by the Committee.
24. The Stationary Collection Box should be opened by breaking the seals (banderols). As soon as the Collection Box is opened, the Committee is obliged to count the funds twice. The members of the Committee sign the collection ledger to confirm the data entered. The model document is available online on sztaby.wosp.org.pl. The Decision-making person is obliged to keep the copies and is obliged to make the documents available to the Foundation upon request.
25. Each branch of the company, which holds the collection, must provide their own collection ledger.
26. The duly signed collection ledgers from each venue where the collection has been held must be kept by the Organizer for 5 full years. The Organizer is obliged to make the documents available to the Foundation upon request.
27. After the funds collected by means of Stationary Collection Boxes have been counted, the members of the Committee transfer the money to the to the Organizer's headquarters.

28. On the day of the Finale on 14.01.2018, as soon as the collective income from the collection is known (money raised by means of all Stationary Collection Boxes displayed on the Organizer's premises), the person responsible should send a text to 4022 or to use an app available at sztaby.wosp.org.pl. The information about the collective proceeds should be sent by 23:59 on 14.01.2018.

[Online financial procedure at the Chief of the Collection Centre profile](#)

29. The Collection Centre should complete the financial report online (available at the Chief of the Collection Centre profile), covering all branches / venues where the collection has been held. The deadline for submitting the financial report is 31.01.2018. The Chief of the Collection Centre should submit the accounts of the entire collection by means of the Stationary Collection Boxes. The online financial report should be followed by the delivery of the financial report described below.

[Written financial report of the collection \(Chief of the Collection Centre Profile\)](#)

30. 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:
- 30.1 A list of all locations where the collection by means of the Stationary Collection Boxes has been held. The list should be signed by the Chief of the Collection Centre and it should contain the amount collected in each location as well as copies of transfer slips / payment slips confirming that the money has been transferred to the account of the Foundation;
 - 30.2 The collective sum raised by the Collection Centre entered into the document issued via the system online;
 - 30.3 Legible copy of the deposit slip confirming that the entire amount collected by means of Stationary Collection Boxes has been transferred into the Foundation's account.
31. The Chief of the Collection Centre should keep the original documents mentioned in §§ 30.1 and 30.3 for at least 5 years. The documents should be made available to the Foundation upon request.
32. The written financial report, containing documents mentioned in § 30 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 Stationary Collection Boxes](#)

33. 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.
34. The Collection Centre is obliged to promote and publicize the public collection to the best of their ability and using all available resources.
35. 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.

36. 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.
37. Having received the complete set of financial reports from the Collection Centre, the Foundation sends the acknowledgment forms for the branches, which held the collection. The Chief of the Collection Centre is obliged to pass the acknowledgment forms to volunteers. The acknowledgements serve to prove that the branch has participated in the charitable collection.
38. 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.