

Rules and Regulations of Stationary Collection Box Fundraiser – 26th Grand Finale

1. Public charitable collection held by means of Stationary Collection Boxes displayed on the premises of the Collection Centre (hereinafter referred to as *Stationary Collection Boxes*) should take place between **15.12.2017 – 14.01.2018**
2. Stationary Collection Box should be registered by the 26th Grand Finale Collection Centre (hereinafter referred to as *Collection Centre*), which has been granted the permission to hold the local edition of the public collection. The Collection Centre should apply for the permission to hold the collection by means of Stationary Collection Box. The Foundation reserves the right to reject the application without providing the reason for the decision.
3. The procedure of registration of this form of public charitable collection requires the staff responsible for the Stationary Collection Boxes fundraiser to complete the Stationary Collection Box Application Form (hereinafter referred to as *Application Form*). The Application Form, signed by the person responsible for overseeing the charitable collection (hereinafter referred to as the *Custodian*), should contain: personal details of the signee, dates of the collection, name of the Stationary Collection Box, location of the Collection Box, as well as where it is displayed at the Collection Centre premises exactly. The Application Form must be kept on record by the Collection Centre for duration of one year. Filling in the Application Form (complete with the signee's agreement for their data processing procedure) is the condition of receiving the permission to run the collection by means of the Stationary Collection Box. The Custodian must be of age.
4. A public collection by means of Stationary Collection Boxes must be held only on the premises or at the venue listed in the Application Form. The collection by means of Stationary Collection Boxes cannot be held in a privately owned apartment, or a residential building.
5. Each Custodian should keep the copy of permit form to establish Collection Centre which applied to register the collection by means of Stationary Collection Boxes.
6. The ID number on the permit form should correspond with the ID number on each Stationary Collection Box.
7. Barcode visible on the permit form serves to confirm that the Collection Centre has been granted permission to run the collection by means of Stationary Collection Boxes. The barcode contains all relevant data about the collection.
8. Custodian should make sure that the banderols securing the Collection Boxes remain undamaged and that the Stationary Collection Boxes are appropriately secured. The Stationary Collection Boxes cannot be left unattended.
9. The Custodian of the Stationary Collection Boxes should hand the Collection Boxes to the staff at the Collection Centre, which has issued the permission to run the collection by means of Stationary Collection Boxes. The date and time is set by the Collection Centre.
10. The cash from the Stationary Collection Box should be counted in the presence of the Custodian and the Chief of the Collection Centre.

11. The Custodian should receive an individual collection balance sheet which serves as an acknowledgement of their voluntary service at the Grand Finale. The document should be countersigned by the Custodian and the member of the Finance Committee to confirm the sum entered into the balance sheet. The Custodian also confirms the sum collected in the Stationary Collection Box by signing an overall collection ledger for Stationary Collection Boxes.
12. The balance sheet serves to confirm that the collection has been run by means of Stationary Collection Boxes. It also serves as an acknowledgement for the Custodian's work, so the Foundation will not provide any additional documents to attest to that.
13. During the course of the collection, a full Collection Box can be exchanged for a new, empty one. The new Collection Box should be marked with the ID number corresponding with the number on the permit form. Relevant financial documents should contain the collective amount raised.
14. The Custodians of the Collection Centre take full responsibility for the public collection.
15. The collection by means of Stationary Collection Box is organized independently but is held in aid of the cause stated by the Foundation.