

## Stationary Collection Box Registration Procedure for Collection Centres of 26<sup>th</sup> Grand Finale

1. A Collection Centre of the 26<sup>th</sup> Grand Finale (hereinafter referred to as a *Collection Centre*) can register a collection by means of Stationary Collection Box displayed on the premises of the Collection Centre (hereinafter referred to as *Stationary Collection Box*).
2. The collection by means of Stationary Collection Boxes can take place between **15.12.2017 and 14.01.2018**.
3. The procedure of registration of this form of public charitable collection requires the staff responsible for the Stationary Collection Boxes fundraiser to fill in and complete the Stationary Collection Box Application Form (hereinafter referred to as *Application Form*). The Application Form, signed by the person responsible for overseeing the 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 by the Collection Centre for duration of one year. Filling in the Application Form (complete with the Custodian's agreement for their data processing procedure) is the condition of being granted the permission to run the collection by means of the Stationary Collection Box.
4. The Chief of the Collection Centre is required to enter the data from the Application Form into the Database. The deadline for applying for permission to run the collection by means of the Stationary Collection Boxes is 12.01.2018. The applications are reviewed by the staff at the Foundation and the permission should be granted 48 hours after the application has been submitted online. The Foundation reserves the right to deny the permission to hold public charitable collection by means of Stationary Collection Box without providing a reason for doing so.
5. Once the permission has been granted, the Chief of the Collection Centre is required to use the details from the Database to print out the permit form to run the collection. This document should be signed by the Chief of the Collection Centre. The Custodian should sign and stamp the permit upon its receipt from the Chief of the Collection Centre. The permit is handed over to the person responsible along the Collection Box which has been secured with 4 banderols and bears the same ID number as the permit. The Chief of Collection Centre can also, upon the request of the person responsible for the Stationary Collection Box, hand over promotional posters and up to 20 sheets of heart stickers per Collection Box.

6. Participation in the public collection requires the people running collection by means of Stationary Collection Box Displayed on the Collection Centre's premises to adhere to the appropriate provisions of the Rules & Regulations for the Collection Centres of the 26<sup>th</sup> Grand Finale, Rules & Regulations of Stationary Collection Box Fundraiser and Procedures mentioned above. The Chief of the Collection Centre is required to make sure that the persons responsible for running the collection by means of Stationary Collection Box are familiar with the relevant documents.