**Collection Box Agreement Form**

Providing a home for our iconic and much-loved boxes is a fantastic way for you to support our vital work for those living with sight loss in our community. Enabling Guide Dogs to collect small change donations in this way, can truly change lives. Thank you!

Here’s what you can expect from us, and if you have any queries please don’t hesitate to get in touch.

Your local Collection Box Coordinator:

* Will secure the box in place with a chain where possible and we hope this will be in a position which is prominent and accessible for customers to make a donation.
* Will carry a Guide Dogs ID card when they come to empty the box. Please ask to see their ID and if it has been forgotten, ask them to return another time.
* Will regularly empty the box and provide you with a receipt. A Thank You Certificate to display for your customers can also be provided.
* Will replace tamper-proof seal each time, and is the only person who should break the seal. Please refrain from breaking or damaging the seal.

Please contact Guide Dogs if:

* You have any concerns.
* The box becomes damaged, lost or stolen.
* The box is full or needs emptying soon.
* The staff contact or business ownership changes, or if for some reason you can no longer keep the box in position.
* Contact details are found on the security seal.

Please complete the below section to confirm your permission to place a collection device on your premises.

Name:

Signature:

Position:

Date:

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**To be completed by volunteer placing the collection/floor box:**

Venue Name: Group name:

Venue Address: Group number:

Venue Postcode: CBC name:

Box Number/s:

Community Fundraising Supporter Care Team: **0345 1430192**