

1. Purpose

- 1.1 The purpose of this document is to outline the policy on CareFlight collection tins

2. Scope

- 2.1 The scope of this document applies to all CareFlight employees, CareFlight volunteers and any external group who are collecting monetary donations with the use of the Collection tins

3. Definitions

- 3.1 **Collection Tin** – an approved collection device for donated money. The Tin must be branded with the CareFlight logo and sealed.
- 3.2 **Premium Fulfillment Services** – A third party company who stores the collection tins

4. Responsibilities

- 4.1 Each Manager has responsibility and authority to ensure this procedure is followed and may delegate tasks to qualified personnel as needed.

5. Procedure / Policy

- 5.1 All requests for collection tins must be on the Application for CareFlight Collection Tins (ref: [CE-627](#))
- 5.2 Each person who requests a collection tin must have a Raisers Edge ID profile before their tin is sent out
- 5.3 All collection tin movements must be recorded in Raisers Edge against that persons ID profile, or against the event code.
- 5.4 Each tin must have the Raisers Edge ID number written on the bottom of the tin or on a card inside the tin, before it is handed out.
- 5.5 Collection tins can either be returned by the person, or a Careflight employee can pick the collection tin at a pre arranged location.
- 5.6 Upon return, all monies must be clearly marked with where the money was collected and handed to the Fundraising department for counting of funds, allocation and entry in Raisers Edge.
- 5.7 All moneys returned in donation tins must comply with the Cash Recording Policy (ref: [FR-003](#))

6. Related and Supporting Documents

Cash recording policy (ref: [FR-003](#))
Application for CareFlight Collection Tins (ref: [CE-627](#))

7. Document Change History

Version	Date	Summary of Changes
01	20/02/2014	Initial publication of document

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