

# Collecting money for The Urology Foundation



If you have organised a fundraising collection, or taken part in a fundraising event, either on your own or as part of a group of friends or with work, thank you. The money you have raised will help The Urology Foundation transform the lives of people with a urology condition or disease through ground-breaking research, training and education.

Working with researchers, urology and health care professionals we are improving the nation's urology care. We are dedicated to fighting urology disease through cutting-edge research and leading education and training to ensure that fewer lives will be devastated.

We could not continue to fund our vital work without the support of people like you. Through your fundraising you will be directly helping the millions of men and women who have their lives devastated by urological conditions, such as cancers that effect the bladder, kidney or prostate.

## A little note on collecting money

Don't carry out your own house-to-house collections – it is illegal without a special licence.

Don't collect money in the street or any other public place without a permit from the local authority.

You can hold collections in private venues like supermarkets and shopping centres as long as you have their written permission. TUF can supply you with a letter acknowledging your fundraising event in aid of the charity.

If you are collecting sponsorship or donations make sure it's from people you know and trust. Ensure that children are supervised and don't let them collect money from strangers.

## Counting and returning the money raised

Please ensure that money is collected and counted in a secure environment. It is advisable that it is counted and recorded by two unrelated individuals. On completing your collection you should return the money to TUF as soon as possible along with a completed *Money Return Form* (found overleaf).

If using a TUF collection box / bucket it must only be opened by the promoter of the collection on behalf of TUF, or by TUF's fundraising manager.

You **must not** make any deduction from the cash received for The Urology Foundation, unless agreed prior to the collection. If you are unsure please contact Sayara on 020 7713 9538.

Please do not send cash through the post.

From everyone at TUF  
**Thank you**

# Fundraising Money Return Form



Thank you for raising money in aid of The Urology Foundation.

Please complete this form and send it back to us along with the money you have raised. By doing so we can make sure we have a record of your fundraising activity and make sure the money is attributed to you. We will confirm receipt of the donation through the contact details provided.

I enclose a cheque(s) for £ \_\_\_\_\_

Please ensure that all cheques are made payable to **The Urology Foundation**.

Your name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Contact No\* \_\_\_\_\_

Email\* \_\_\_\_\_

\* Please give us a phone number or email address in case we have any queries about your form or the monies returned.

Please give us a brief description of your fundraising activity

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I would be happy for TUF to share this activity with its supporters.

If you held a sponsored activity then please also include your completed sponsor form so we are able to claim the Gift Aid on your sponsorship.

If you have raised money via an online giving websites this will come directly to TUF.

To make a bank transfer please quote your name, or group, as reference and make your payment to:

Account Name: **The Urology Foundation**

Sort Code: **50-30-25**

Account Number: **2611 3090**

Alternatively you can pay online via our website at [theurologyfoundation.org/donate](http://theurologyfoundation.org/donate)

Please send the completed form, along with any cheques and/ sponsorship form to:

**The Urology Foundation**

**1-2 St Andrew's Hill**

**London EC4V 5BY**

Thank you for supporting The Urology Foundation.

TUF would like to keep you informed of our work and what you're helping us to achieve. If you do not wish to hear from us, tick this box   
We will not sell or share your details with a third party.