



## Information for Collection Box Co-ordinators

Thank you for agreeing to co-ordinate the collection of boxes in your group. This scheme will operate for 12 months and your support will *really* make a difference. 50% of everything you take in will be for your group and 50% to the National Training Centre (NTC)..

The boxes can go to anyone you feel may be supportive of RDA generally and your group particularly. Parents, carers, participants, volunteers, friends and family.

Mobilise everyone you know to donate small change (and folding money) and you will be amazed how it builds up. Then send the **50% of the proceeds to RDA (UK)** and **keep the remaining 50% for your group**, before the closing date 1 December 2018. If you need more boxes see below.

The boxes are flatpacked and easy to pop out and build – please remember to put a couple of RDA stickers (provided) onto the base to strengthen the box.

### Any questions contact:

- Pauline Lane on 0300 201 0034 or email [paulinelane@msn.com](mailto:paulinelane@msn.com)
- Zsofia Preddle on 01926 405 964 or email [zpreddle@rda.org.uk](mailto:zpreddle@rda.org.uk)
- Details of the scheme and forms can be found on the RDA website

How you decide to administer the collection is up to you. Getting someone to share this job may be a good idea. Good record keeping is essential. We offer 2 forms, one for computerised, and one for manual records, but you can devise your own method if you prefer. The computer form will add up the cash for you and tell you how much you need to send to RDA.

Your group may decide to either:

- a) Collect the boxes by a set date and send the money to RDA (UK).
- b) Have an ongoing collection i.e. Collect the boxes as they are filled and return (or replace) them to the collector to refill as many times as they want.  
Remember, **50% of everything raised is kept by your group.**

## Additional Information

- The boxes are provided to groups FREE OF CHARGE however they cost us around £1 each so bear that in mind when distributing them. They are not tamperproof and are not suitable for shop counters or other public areas. They are meant for private individuals or perhaps offices where the public do not visit.
- We suggest that the boxes are numbered and you keep a record of who takes them, either on the spreadsheet or a form. This will make it much easier to recall them later and is a good way to monitor the progress of the scheme.
- You may decide on a set finish date or have an ongoing collection through the year. Either way after counting the cash, record the amounts and add up the totals (the computer spreadsheet will do that for you), or do it manually if you prefer. You may decide to pay the money to RDA at the end of your project which is perfectly acceptable providing you let us know periodically what you have taken so far. Just email Zsafia and Pauline.

*This is important as we will need this information to assess whether to order more boxes and to monitor progress.*

### Ways to pay your 50% donation to RDA National Training Centre:

#### By BACS

Please use Reference 'NTC' followed by your RDA Group name to:  
Natwest Bank Account name: Riding for the Disabled Association,  
Sort code 60-12-35, Account no 32532881  
IBAN GB16 NWBK 6012 3532 5328 81, BIC NWBK GB 2L

#### By Cheque

Payable to Riding for the Disabled Association and posted to  
Zsafia Preddle, RDA, 1A Tournament Court, Edgehill Drive, Warwick CV34 6LG

#### Online through JustGiving

<https://www.justgiving.com/ridingfordisabled>

Please just leave a donor message stating your Group name and email:  
ZPreddle@rda.org.uk to notify RDA UK that the donation has been made.

**Whichever way you choose please identify both your group and NTC clearly**

