Volunteer paying in instructions

Thank you for all your help! You’re helping raise money and awareness of prostate cancer and helping save men’s lives.

Forwarding donations to us

1. Cash Donations

Please do not send cash in the post. To pay any cash donations, you will need to:

- Count the money with another person present.
- Use the cash collection sheet if applicable.
- Deposit cash directly at any local Nat West using the account details below:

  Bank: NatWest
  Sort Code: 50-41-10
  Account No: 53472586

- Include your supporter reference number or the specific event reference number we’ve given you. This will help us track the money, match it to the correct records on our system and thank all parties appropriately.
- Remember to get a receipt and keep your cash collection sheet.
- Make sure you also fill in and include the Volunteer Money Collection Forwarding Form and either post it to us or email it to volunteer@prostatecanceruk.org to provide us with all details we need to know.

2. Cheque Donations

If you have got a cheque that you need to pay in, please post it directly to us instead of banking it.

- Make sure you complete the Volunteer Money Collection Forwarding Form to provide us with all details we need to know.
- Scan or take a photo of the cheque for your records.
- Write any reference numbers/ supporter names on the back of the cheque.
- Send a cheque payable as soon as you receive it together with the completed Volunteer Money Collection Forwarding Form to:

  FREEPOST RTGC-BASH-USLX
  Prostate Cancer UK
Counting House
53 Tooley Street
London
SE1 2QN

Please allow up to 5 working days for freepost delivery.

If you bring a cheque to our office, make sure it is accompanied by a Volunteer Money Collection Forwarding Form.

If you have multiples cheques to send to us, please make sure each one is accompanied by a Volunteer Money Collection Forwarding Form.

Keep us in the loop
Please email us at volunteer@prostatecanceruk.org to provide us with all details we need to know as a follow up.

FAQs around paying in money
1. Do you want to send us a personal donation?
You don’t have to follow the above process. We can explain how you can go about it – just email us at volunteer@prostatecanceruk.org

2. Are you forwarding money from a specific event/ collection?
Send us any cash collection sheets to help us keep track of payments and collections. Make sure you also fill in and include the Money Collection Form to provide us with all details we need to know.

You can post or email them to us at volunteer@prostatecanceruk.org

If you are leading a fundraising collection, you will need to:

- Gather together all the money raised from the collection tins, buckets and/or donation envelopes.
- Count the money with another person present acting as a witness. Or, take them to a coin counter machine (available at many NatWest branches).
- Separate coins and notes into the coin bags provided.
- Place all the coin bags into the security bag and write the total amount on the security bag and your cash collection sheet.
- Sign the bag and cash collection sheet.

If you have any empty collection tins or buckets:

- Please package the empty collection tin or bucket, and any other left-over materials
- Please attach the return label
- Give the box to the club contact to return to us after the match – we’ve arranged for a courier to collect the following week

3. Do you have to forward us a different type of donation?
Contact our Supporter Care team at supportercare@prostatecanceruk.org or on 0800 082 1616:
• If you’re given any gift aid details
• If you’re given a different form of donation
• If you received a donation you weren’t expecting
• Or, if you have any other questions

Thank you!

With your help, we’re raising money and awareness among thousands of men across the country. The money you raise will help fund vital research and services to help more men survive prostate cancer.

If you have any questions or concerns, please contact us at volunteer@prostatecanceruk.org