



## Charity Boxes Guidelines

### About Us

Healing Venezuela is charity registered in England and Wales No. 11700709 based in London to relieve and to preserve the health of the patients of hospitals and other health-related institutions in Venezuela by

- 1) Providing or assisting in the provision of health-related supplies;
- 2) Providing support in the improvement of mental health and
- 3) Enabling the exchange of medical expertise, and advice to Venezuelan doctors and hospitals

Our values are:

Gratitude: any donation, small or large, matters and is valuable to us.

Respect: at Healing Venezuela we have no political or religious affiliation, we respect all the creeds and political affiliations and we expect the same from others.

Transparency: a transparent management of the resources of our organisation is a Paramount value at Healing Venezuela.

Collaboration: at Healing Venezuela we believe that working with other organisations with the same objective we can optimise the efficiency of our work

Community: we believe in creating a community of both Venezuelans and British citizens to support patients in Venezuela

## Objective of the document

To provide guidelines to collect medical supplies on behalf of Healing Venezuela. If you wish to request medical supplies on behalf of Healing Venezuela, please let us know by sending an email at [info@healingvenezuela.co.uk](mailto:info@healingvenezuela.co.uk) and we will arrange a collection. In Annex I there is a list of medical supplies we accept.

If you would like to use a money collection box on behalf of Healing Venezuela, please read and follow these guidelines, sign them and then send a scanned or picture of it.

## USING THE COLLECTION BOX

- **Please let us know where:** Please do let us know the address of your shop so we can keep track of our boxes.
- **Keep it visible:** Visibility and accessibility are key to advertise the box. Ideally it should be near the cash register/ till, that way your clients can drop that extra change in there, but you also have control over it.
- **Feel free to promote:** Nothing is more effective than face to face communications. Let your customers know about the health crisis in Venezuela and help us raise awareness about it. Feel free to promote the charity box on your social media pages, again it helps us raise awareness and gives your business that 'good-will' factor.

## WHEN YOU ARE READY TO RETURN THE BOX OR IF IT IS FULL

- To count the money collected, please follow these steps
- Open the box in front of a witness, and the money photographed and counted.
- The money must be transferred in the Healing Venezuela CAF bank account **within a period of time not exceeding one week** after the end of the opening of the box. CAF Bank doesn't have retail branches so you'll need to make a bank transfer to this account:

HEALING VENEZUELA

Sort Code: 40-52-40

Account No: 00030579

Please state your name or event in the reference when making the transfer.

## REUSING THE COLLECTION BOXES

- Once you have made the deposit with the contents of a collection box, the best thing you can do is to put it back on display, so you can keep on helping us.

If you need additional information or clarification, please email us at:

[info@healingvenezuela.co.uk](mailto:info@healingvenezuela.co.uk)

# ANNEX 1

## Denomination Cash Collected in Charity Boxes

Denomination	How many	Total £
Notes £50		
Notes £20		
Notes £10		
Notes £5		
Coins £2		
Coins £1		
Coins 50p		
Coins 20p		
Silver 10p		
Bronze 5p		
<b>Total £</b>		

THANK YOU!