

# Instructions for Secure Collection Basket Practices

Date: \_\_\_\_\_

Dear [Recipient's Name],

As part of our commitment to maintaining the integrity and security of donations, we have established a set of guidelines regarding the use of the collection basket. Please follow these instructions carefully to ensure the safe handling of contributions:

## Collection Basket Protocol

1. Always designate a trusted volunteer to oversee the collection process.
2. Ensure the collection basket is placed in a visible location, attended at all times.
3. Count the donations in the basket at the end of each service, documenting the amount collected.
4. Secure the collected items in a locked location immediately after counting.
5. Report any discrepancies or issues with the collection process to the relevant authority immediately.

## Additional Security Measures

- Consider using tamper-proof bags for transporting collected items.
- Implement a rotation system for volunteers overseeing the collection to prevent familiarity.
- Conduct regular training sessions on security practices with all involved personnel.

Thank you for your cooperation and diligence in ensuring the safety of our collection process. Should you have any questions or require further assistance, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]