

A guide to donating to the **Freemasons' COVID-19 Community Fund**



ONLINE

The quickest and easiest way to make a donation is online.

To make a donation online, visit mcf.org.uk/covid19fund and click on 'Donate online'. Fill out a simple online donation form to donate to the fund.



TEXT

To donate **£5** text **COVID19** to **70500**

Follow the link in the text reply and complete your details and the lodge/chapter to be credited. Donors will receive a follow-up text asking them to allow Gift Aid to be applied to their donation. Members are encouraged to respond to this text as this will also allow for the donation to be credited to the individual, their lodge and their Province.



POST

Credit Card Form: Download the Credit/Debit Card Donation form at mcf.org.uk/covid19fund and send it to the Relief Chest team.

By Cheque: Complete a Single Donation Form available at mcf.org.uk/covid19fund. Make your cheque payable to '**Relief Chest Scheme**'. Tick the Gift Aid declaration if applicable and date the form.

Send the form and cheque to the Relief Chest team:
Relief Chest Scheme, MCF, 60 Great Queen Street, London, WC2B 5AZ





TELEPHONE

Call our dedicated line on **020 3146 3352 or 0203 146 3346**.
Lines are open Monday–Thursday 9.30am–4.30pm, Friday 9.30am–3.30pm.



FUNDRAISE

To set up a fundraising page, visit mcf.org.uk/covid19fund

Click on '**Start fundraising**' and create an account.

Follow the instructions and fill in details of your sponsored event and your goal amount, save the page, share with friends and family and start fundraising. You can log in and make updates and changes to your page, upload progress photos, and your donors can Gift Aid any donation they make.




TRANSFER FUNDS FROM A RELIEF CHEST


To transfer funds from an existing lodge or Provincial Relief Chest, you will need to use a **green Relief Chest form**, write '**Masonic COVID19 Appeal**' as the charity name, and write the Fund's Relief Chest no. '**COVID19**' as the registered no.

Send the green form to the Relief Chest team:
Relief Chest Scheme, MCF, 60 Great Queen Street, London, WC2B 5AZ

Get in touch with the Relief Chest Scheme team:

 mcf.org.uk/covid19fund

 reliefchest@mcf.org.uk

 020 3146 3352

 Relief Chest Scheme, MCF, 60 Great Queen Street, London, WC2B 5AZ



Five simple steps: Set up a fundraising page for the **Freemasons' COVID-19 Community Fund**

Step one

Visit everydayhero.co.uk/event/covid-19

Step two

Select '**Start fundraising**'

Step three

Create an account with **Facebook** or by **email**


Step four

Set up a fundraising page by adding a **page name** and a **fundraising target**


Step five

Share with your fellow Freemasons, friends and family to receive donations

Get in touch with the Relief Chest Scheme team:

 mcf.org.uk/covid19fund

 reliefchest@mcf.org.uk

 020 3146 3352



Further information

The Freemasons' COVID-19 Community Fund is an opportunity for all Freemasons to make a donation in support of charities and organisations on the front-line in dealing with the COVID-19 pandemic.

To provide clarity, the following guidelines and rules have been established for this process.

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1. Donors are encouraged, when applicable, **to make use of the Gift Aid scheme** which is available on all forms of donation to the Freemasons' COVID-19 Community Fund.
 2. All the usual donation methods applicable to Relief Chests are available **with the exception of Direct Debits**. Cheques, donations and Relief Chest vouchers sent by post are also included.
 3. Donations made to the Fund **will not** count towards MCF permanent Honorifics as the donation is not being made to the MCF (or legacy charities).

For Provinces currently engaged in festival appeals in support of masonic charities – and to assist with a potential downturn in donations being received due to the absence of collections at lodge meetings – donations made to the Fund are allowed to be acknowledged against Provincial, lodge and Individual totals. This is being called '**Festival Donation Acknowledgement**' or FDA.
 4. The FDA scheme is applicable to **new and additional single, one-off donations** that are being made by lodges, Chapters and individuals.
 5. Lodges, Chapters and individuals **must not** be encouraged to divert or change fundraising efforts from festival appeals to the COVID-19 Fund, on the basis that donations will still be included through the FDA scheme – this would be against the Fundraising Code of Practice (rule 1.1.4).
 6. Funds already raised for festival appeals **must not** be diverted to the COVID-19 Fund as this would be contrary to the Fundraising code of practice (rule 2.1.7)
 7. Funds held in Provincial, lodge or Chapter charity accounts (incl. Relief Chests) that have been identified and/or designated for festival appeals, **should not** be diverted to the COVID-19 Fund as this would not be considered best practice. Any donations made to the Fund and identified as such may not be included in the FDA scheme.
 8. Donation totals added to festival appeals through the FDA **will not** be included in the final per capita total.
 9. Donation totals added to festival appeals through the FDA **will not** include the amount added by the MCF through matched funding.
 10. Notional Interest **will not** be applied to these donations.

We trust Provinces, lodges, Chapters and individuals will work with the MCF and UGLE in the spirit of this appeal and the FDA scheme, to ensure a successful outcome for both the Freemasons' COVID-19 Community Fund and ongoing festival appeals.