


# Sponsorship Guidance Notes

1. Please complete the event, personal and Relief Chest information

**Sponsorship and Gift Aid Declaration Form**

Event: \_\_\_\_\_ Date: / / \_\_\_\_\_ *giftaid it* 

Participant's Full Name: \_\_\_\_\_ Relief Chest no: \_\_\_\_\_

Lodge/Chapter no. & name: \_\_\_\_\_

Gift Aid Declaration: I have been the beneficiary of UK Gift Aid. I confirm that I am a UK Income or Capital Gains taxpayer. I have made a declaration to the Relief Chest Scheme of the Freemasons' Grand Charity (No. 298342) in respect of the donation (whether cash, goods or the value thereof). I understand that I am responsible for ensuring that the amount of UK Gift Aid claimed on all my donations is my responsibility to pay any difference, unclaimed from any of my donors (if that donor gives).

Remember: Full name + Home address + Postcode + ✓ + Date = *giftaid it* **Please ensure all cheques are made payable to The Freemasons' Grand Charity**

Title	Sponsor's Full Name	Sponsor's Home Address (Please do not use work address)	Postcode	Rate Paid	Amount £	Gift Aid %


Total donations received: £ \_\_\_\_\_  
Date donations given to the Freemasons' Grand Charity: / / \_\_\_\_\_

The Freemasons' Grand Charity. On 1 April 2019, the Relief Chest Scheme of the Freemasons' Grand Charity (Registered Charity Number 298342) became part of the Masonic Charitable Foundation, a new charity for Freemasons, for benefactors, for everyone. Please visit [mcf.org.uk](http://mcf.org.uk) for further information.

3. Raised cash should be collected and a cheque written for the total amount



2. The sponsorship forms should be completed by the individual donors

**Sponsorship Verification Schedule** 

Event: \_\_\_\_\_ Date: / / \_\_\_\_\_

Details of person submitting sponsorship form and cheque(s):

Given Name(s): \_\_\_\_\_  
Surname: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

Lodge/Chapter no: \_\_\_\_\_  
Lodge/Chapter name: \_\_\_\_\_  
Relief Chest no: \_\_\_\_\_

Number of sponsorship forms:     Number of cheques(s) being submitted:

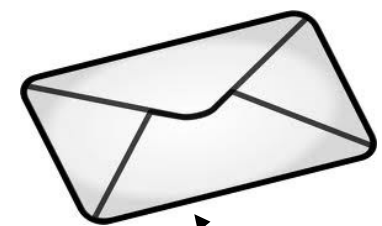
Total amount of cheques:

Signature: \_\_\_\_\_ Date: / / \_\_\_\_\_

Please forward the sponsorship forms, cheques and schedule to:

Relief Chest Scheme  
Masonic Charitable Foundation  
60 Great Queen Street  
London  
WC2B 5AZ

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4. Fill in the verification schedule for the entire sponsorship

5. Send all the cheques, the verification schedule and sponsorship forms to:  
Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 5AZ

# Sponsorship Verification Schedule



Event: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Details of person submitting sponsorship form and cheque(s):

**Given Name(s):** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Lodge/Chapter no:** \_\_\_\_\_

**Lodge/Chapter name:** \_\_\_\_\_

**Relief Chest no:** \_\_\_\_\_

**Number of sponsorship form(s):**   **Number of cheque(s) being submitted:**

**Total amount of cheques:**

Signature \_\_\_\_\_

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

Please forward the sponsorship forms, cheques and schedule to:

Relief Chest Scheme  
Masonic Charitable Foundation  
60 Great Queen Street  
London  
WC2B 5AZ



On 1 April 2016, the Relief Chest Scheme of The Grand Charity (Registered Charity Number 281942) became part of the Masonic Charitable Foundation, a new charity for Freemasons, for families, for everyone. Please visit [mcf.org.uk](http://mcf.org.uk) for further information.

# **Sponsorship and Gift Aid Declaration Form**

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Event: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Participant's Full Name: \_\_\_\_\_

Lodge/Chapter no. & name: \_\_\_\_\_ / \_\_\_\_\_ Relief Chest no. \_\_\_\_\_

**Gift Aid Declaration:** If I have ticked the box headed 'Gift Aid? ✓', I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want the Relief Chest Scheme of the Grand Charity Registered charity number 281942) to reclaim tax on the donation detailed below, given on the date shown. I understand that if I pay less Income Tax / or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1 that I have given.

**Remember: Full name + Home address + Postcode + ✓ + Date = *giftaid it***

**Please ensure all cheques are made payable to The Grand Charity**

Title	Sponsor's Full Name	Sponsor's Home Address (Please do not use work address)	Postcode	Date Paid	Amount £	Gift Aid? ✓

**Data Protection Act (1998)**  
We will treat your personal information as private and confidential. Your details will be stored by the Relief Chest Scheme to process your donation in accordance with the Data Protection Act 1998. In order to provide reports on appeals and festival honorifics, your details may be shared with the relevant Relief Chest Representatives and/or Provinces.

**Please send this form & donations to: Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 5AZ**

<b>Total donations received</b>	£
<b>Date donations given to The Freemasons' Grand Charity</b>	/ /



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