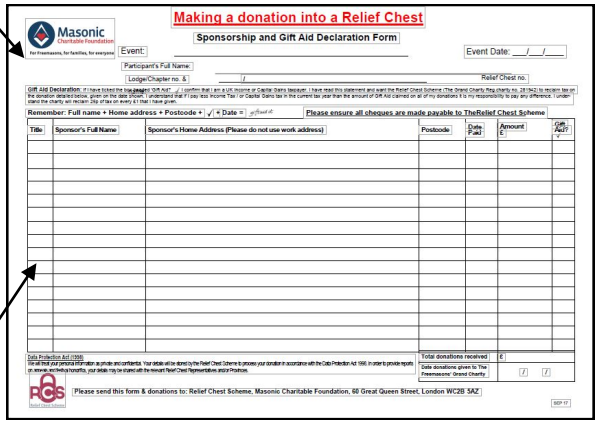
Masonic Charitable Foundation

For Freemasons, for families, for everyone

# Donating into a Relief Chest Sponsorship Guidance Notes

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


Making a donation into a Relief Chest

Sponsorship and Gift Aid Declaration Form

Event: _____ Event Date: ___/___/____

Participant's Full Name:

Lodge/Chapter no. & _____ / _____ Relief Chest no.

Gift Aid Declaration: If I have ticked the 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 (The Grand Charity Reg charity no. 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 = gift aid

Please ensure all cheques are made payable to TheRelief Chest Scheme

| 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 amounts and Relief Chest Scheme, your details may be shared with the relevant Relief Chest Representatives and/or Provinces.

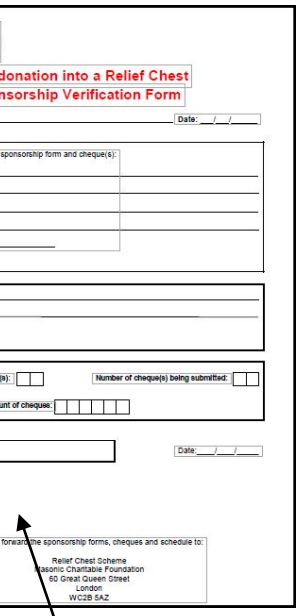
Total donations received £

Date donations given to The Freemasons' Grand Charity / /

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

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

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


Making a donation into a Relief Chest

Sponsorship Verification Form

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: ☐☐

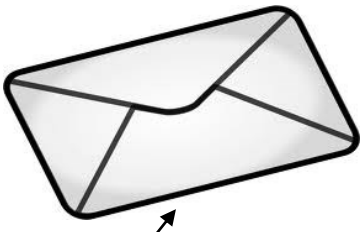
Total amount of cheques: ☐☐☐☐☐☐

Signature _____ Date: ___/___/____

Please forward the sponsorship forms, cheques and schedule to:

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

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 for processing,

Relief Chest Scheme

Relief Chest Scheme, Masonic Charitable Foundation,
60 Great Queen Street, London WC2B 5AZ 020 3146 3352
email: reliefchest@mcf.org.uk