



Masonic
Charitable Foundation



Relief Chest Scheme

Your guide to setting up a

RELIEF CHEST

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Introduction

On 1 April 2016, the Relief Chest Scheme of the Freemasons Grand Charity (Registered Charity Number 281942) became part of the Masonic Charitable Foundation.

The Relief Chest Scheme was set up in 1986 with the intention of assisting Freemasons throughout England and Wales to maximise the value of their charitable giving. The Relief Chest Scheme offers individual charitable accounts known as “Relief Chests”.

The key purpose of a Relief Chest is to receive and distribute funds intended for charitable giving. The Relief Chest Scheme also provides efficient means of administering charitable funds.

In summary, the Relief Chest Scheme is designed to:

- receive charitable funds
- allow members to donate using a variety of methods
- reclaim Gift Aid tax on any eligible personal donations
- manage donations to Masonic and non-Masonic charities
- manage record-keeping efficiently
- remain compliant with the Data Protection Act (1998)
- meet statutory requirements (eg HMRC, ICO, and Charity Commission)
- offer guidance on fundraising

Under the scheme a Lodge, Chapter or any other Masonic organisation recognised by the United Grand Lodge of England can open a Relief Chest (e.g. Mark, Royal Ark Mariners, Knights Templars, Rose Croix and Allied Masonic Degrees).

A Provincial Grand Lodge or Chapter may open a Relief Chest to manage a Festival in aid of a Masonic charity, local or national fundraising campaigns.

The services provided by the Relief Chest Scheme relieve the chest holders of the burden of administration of charity funds, therefore saving time and resources allowing them to concentrate on fundraising.



Benefits of a Relief Chest

Ease of depositing

Donations can be made into a Relief Chest by:

- post
- telephone
- online

Gift Aid Tax Relief

Under the government's Gift Aid scheme, The Relief Chest Scheme can reclaim an extra 25p in every pound from HM Revenue and Customs on eligible donations received into a Relief Chest.

Ease of donating to charities

Requests to make donations from a Relief Chest to registered charities are processed and forwarded to charities regularly (monthly or if urgent immediately).

Reports

Statements are issued monthly, quarterly or annually, listing all activities in a Relief Chest. Interim statements and subscribers lists are available on request.

Costs

There is no charge for opening or administering a Relief Chest.

Interest

A favourable interest rate is earned on the funds held in a Relief Chest and is tax free.

Provincial Festivals and Appeals Relief Chests

In addition to the above benefits the Festival and Provincial appeal Relief Chest holders receive:

- customised stationery (Gift Aid Envelopes, Donation Forms etc.)
- assistance for the Festival Committee in guiding Charity Stewards
- comprehensive performance reports
- online access to their Relief Chest
- a text donation service
- bespoke fundraising pages

PLEASE NOTE: Once opened, a donation must be made out of a Relief Chest at least once every 2 years.



The Scheme's services at a glance



Setting up a Relief Chest


A Relief Chest can be set up easily by following a few simple steps:

1. Pass a resolution in accordance with the usual practice of the Lodge, Chapter or other Masonic unit etc. (i.e. the Relief Chest holder).
2. Appoint a Representative.
3. Forward a completed application form to the Relief Chest Scheme.

Application to open a Relief Chest

PLEASE USE BLOCK CAPITALS

Date - -



RCS
Relief Chest Scheme

The members of:

Name of Masonic Organisation (Lodge, Chapter, Mark Master Masons etc)

Unit Number (Lodge/Chapter No etc)

Masonic Order (Craft, Royal Arch, Mark Master Masons etc)

Province

request that a Relief Chest be opened.

Annual statement start month (Jan = 01)

Secretary (or equivalent):

Details of Representative

First Name

Surname

Address

Postcode Telephone

Email

DATA PROTECTION ACT 1998

We are committed to ensuring the privacy and protection of personal information. Your information will be used to identify you as the Relief Chest Representative and may be shared with the Secretary or equivalent in the respective Masonic Organisation for matters relating to the Relief Chest.

Any personal information provided to you as the Relief Chest Representative by the Relief Chest office to help you administer your Relief Chest must be treated as as private and confidential.


DECLARATION

I confirm that I have read and understood the Relief Chest Scheme Privacy Policy and agree to comply and abide by the Terms and Conditions.

I confirm I have read and understood the Relief Chest Scheme "Operating Manual and Rules".


Relief Chest Representative:

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



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On 1 April 2016, the Relief Chest Scheme of The Freemasons' 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 for further information.

Once the Relief Chest is set up, the nominated Relief Chest Representative will be notified by post. The Relief Chest becomes active straight away and able to receive donations. A deposit (donation) is not required to open the chest.



Using a Relief Chest

A Relief Chest must be used

- only to receive donations intended for charitable giving
- to make donations to
 - i) Masonic or non-Masonic charities
 - ii) any charitable causes recognised as charitable by HM Revenue & Customs
 - iii) a Provincial Festival or an Appeal
 - iv) relieve the distress of an individual
- according to the Operating Manual and Rules of the Scheme

Role of a Relief Chest Representative

A Relief Chest Representative acts as an agent for the Relief Chest holder (Lodge, Chapter etc.). It is the responsibility of the Relief Chest holder to decide and appoint one person to represent it, and to notify the Relief Chest Scheme each time a new Relief Chest Representative is appointed.

The Relief Chest Representative:

- is obliged to protect the personal information provided to him by the Relief Chest Scheme for Relief Chest management
- is expected to read, understand and comply fully with the Rules of the Relief Chest Scheme
- is the recipient of all correspondence from the Relief Chest Scheme, except as otherwise may be necessary (eg if we need to write to a Lodge Secretary regarding a dormant Relief Chest)
- is required to maintain a file containing records of the Relief Chest's activities such as receipts, acknowledgement letters and statements, and to pass this on to his successor
- is the only person authorised to contact the Relief Chest Scheme regarding a Relief Chest (e.g. to request a current balance, statements etc.)
- must be one of the signatories to a voucher requesting that a donation is to be made from a Relief Chest




Changing a Relief Chest Representative

To amend the records held by the Relief Chest Scheme, a Change of Representative form must be completed and forwarded to the Relief Chest Scheme.

Change of Relief Chest Representative

PLEASE USE BLOCK CAPITALS



With effect from:

the Representative of the following Relief Chest:

Name of the Relief Chest

Relief Chest No

will be:

First Name

Surname

Address

Postcode

Telephone **Mobile**

Email

OUTGOING Representative:

Full Name

Approved by the Secretary (or equivalent):

DATA PROTECTION ACT 1998

We are committed to ensuring the privacy and protection of personal information. Your information will be used to identify you as the Relief Chest Representative and may be shared with the Secretary or equivalent in the respective Masonic Organisation for matters relating to the Relief Chest.

Any personal information provided to you as the Relief Chest Representative by the Relief Chest office to help you administer your Relief Chest must be treated as private and confidential.

MUST BE COMPLETED BY THE NEW REPRESENTATIVE


DECLARATION

I confirm I have read and understood the Relief Chest Scheme Privacy Policy and I agree to comply and abide by the Terms and Conditions.


I confirm I have read and understood the Relief Chest Scheme "Operating Manual and Rules".

Relief Chest Representative:

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



On 1 April 2016, the Relief Chest Scheme of The Freemasons' 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 for further information.



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Donations into a Relief Chest

Donations can be made into a Relief Chest:

- Online
 - Setup a Direct Debit
 - One off/single payment (this facility currently only available to Provinces who are running a Festival or an Appeal)
- By post
 - Cheque
 - Credit or debit card
 - Direct Debit
 - Charity voucher (CAF, KKL, CT etc.)
- By telephone
 - Credit or debit card
 - Text
 - Set up a Direct Debit
- By bank transfer
- Via a local banking service

Donations Online – Direct Debits

A donor can make regular donations by setting up a Direct Debit instruction online. The process is straightforward and should take no more than a few minutes.

Benefits of Direct Debits:

- Clear and simple sign-up process
- Bank and other details are verified at the sign-up stage
- Reduced time spent querying details
- Paperless system
- Not reliant on a postal service
- Safe and secure process via the charity's website
- Gift Aid tax relief (where applicable) can be reclaimed
- Same safeguards and guarantees as paper Direct Debits

How it works:

- the donor visits the Relief Chest Scheme section on mcf.org.uk
- then selects the option **Regular Donation**
- and completes and submits the form



The Direct Debit Guarantee will be displayed on screen with an option to save it for their records.

The Relief Chest Representative will receive a copy of the letter confirming the setup of a regular donation into the Relief Chest.

(This facility is currently only available to Provinces running Festivals and appeals. The donations are collected via the MCF website.)

How it works:

- The Relief Chest Scheme office up a bespoke page
- The page is published on the charity's website
- The page is ready to receive donations
- The page is then shared with the Provincial websites and or with other social media

- Donors can set up their own personalised supporter pages for sponsored events
- Receive donations
- Donations can be made anywhere, at any time, on a PC, Mac, mobile or tablet device, through a secure payment site
- Easily integrated with social media
- Ideal if raising funds for a Festival or an Appeal
- No charges will be deducted - the Relief Chest will receive the full value of any donations
- Option to reclaim Gift Aid on the donations

To see a list of current Festivals and Appeals pages, visit mcf.org.uk

PLEASE CHOOSE

A FESTIVAL OR APPEAL TO DONATE TO

Are you donating to a festival or an appeal?

Festival or appeal Festival Appeal

Submit

Example of a fundraising page

The screenshot shows the RGS Relief Chest Scheme website. The header includes navigation links: Home, Sponsor a Friend, Contact, Top Supporters, Community, and Log In. The main content area features the RGS logo and the text 'Relief Chest Scheme'. Below this, there is a section titled 'The Relief Chest Scheme was set up by The Freemasons' Grand Charity in 1986 with the intention of assisting Freemasons throughout England and Wales to maximise the value of their charitable giving. The Relief Chest Scheme offers individual charitable accounts known as "Relief Chests".

Key features highlighted include:

- Donations: Individual to Relief Chest
- Online Paperless Direct Debits
- Online Fundraising Platform
- Donations to Charities: Individual to charity
- Electronic Data and Records Management Systems
- Registered Charities: Individuals to charities
- Accepted to Online: RGS
- Consent System: RGS

The key purpose of a Relief Chest is to receive funds intended for charitable giving to registered charities, recognised charitable causes, individuals in distress, or Provincial festivals and other charitable appeals. The Relief Chest Scheme also provides efficient means of administering charitable funds.

In summary, the Relief Chest Scheme is designed to:

- receive charitable funds
- allow members to donate using a variety of methods
- reclaim Gift Aid tax on any eligible personal donations
- manage donations to Masonic and non-Masonic charities
- manage record-keeping efficiently
- remain compliant with the Data Protection Act (1998)
- meet statutory requirements (eg HMRC, ICO, and Charity Commission)
- offer guidance on fundraising

On the right side, there are buttons for 'Start Fundraising' and 'Donate Now'. Below these, it shows 'FUNDS RAISED £0.00' and '0 heroes fundraising today'. There is also a section for 'Follow The Freemasons' Grand Charity' with social media links for Facebook, LinkedIn, and Twitter. At the bottom, there is a Facebook widget showing 'The Freemasons' Grand Charity' with 5,870 likes and a recent photo update.



Donations by Post – Cheques


Single Donations

A donor can make a one off donation by sending a cheque payable to “The Freemasons’ Grand Charity” together with a single donation form.


These forms are available from the Relief Chest Scheme or to download from the Relief Chest section on mcf.org.uk

This form can be completed on screen before printing.

Single donation form 1



Single Donation Form



This form is for personal donations only.

Personal Details

First name

Last name

Address

Postcode

Donation Details

I enclose:

☐ a cheque

☐ a charity voucher (e.g. CAF/KKL)

Donation amount £

Please ensure all cheques are made payable to The Freemasons' Grand Charity.

Lodge/Chapter name

Lodge/Chapter no.

Relief Chest no.

Gift Aid Declaration

Boost your donation by 25p of Gift Aid for every £1 you donate.

If you are a UK tax payer, under the Government's Gift Aid Scheme, the Relief Chest Scheme of The Freemasons' Grand Charity (Registered Charity Number 281942) can reclaim the tax you have already paid on your donation and add it to the value of your gift. Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

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Please read the declaration below before you tick the relevant box(es) and date the form.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

Please treat as Gift Aid donations, all qualifying gifts of money made:

On this donation only

in the future

in the past 4 years


If you do **not** wish for tax to be reclaimed, please tick here:

Signature

Date

Please notify us if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains.


Send this completed form to : Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 5AZ
Tel: 020 3146 3333



On 1 April 2016, the Relief Chest Scheme of The Freemasons' 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 for further information.

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 honours, your details may be shared with the relevant Relief Chest Representatives and/or Province.

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Single donation form 2 (Combined Regular and Single donation form)

The Freemasons' Grand Charity
(Registered Charity No. 281942)

Please fill in the whole form using a ball point pen and send to:
The Freemasons' Grand Charity, 60 Great Queen Street, London WC2B 5AZ.

Name and full postal address of your bank or building society

To: The Manager Bank/Building Society

Address: _____

Postcode: _____

Name(s) of Account holder(s): _____

Bank/Building Society Account Number: _____


Branch sort code: _____

Banks and building societies may not accept Direct Debit instructions for some types of account.

Instruction to your Bank/Building Society to pay by Direct Debit

Service user number
9 2 6 0 9 6

Reference number
____ / _____



Instruction to your bank or building society

Please pay The Grand Charity of the United Grand Lodge of England Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The Grand Charity of the United Grand Lodge of England and, if so, details will be passed electronically to my bank/building society.

Signature(s): _____

Date: ____ / ____ / ____

Regular Donations into a Relief Chest

I promise to pay you the actual sum of £ ____ - ____

every Month ☐ Year ☐ 3 months ☐ 6 months ☐

Payments are to start on 11 / ____ / ____

(This date must be at least two months after the date that you sign the form)

and are to continue for a period of three ☐ four ☐ five ☐

or ____ years thereafter, or until my death, whichever is earlier

Please allocate this Regular Donation to:

Lodge/Chapter name: _____

Lodge/Chapter No.: _____ Relief Chest No.: _____

Single Donations into a Relief Chest

Please tick one or more of the following as applicable:

☐ I enclose a cheque payable to The Freemasons' Grand Charity for the sum of £ ____ - ____

☐ I made a donation of £ ____ - ____ on or about the ____ / ____ / ____

Please allocate this Single Donation to:

Lodge/Chapter name: _____

Lodge/Chapter No.: _____ Relief Chest No.: _____

Gift Aid

Boost your donation by 25p of Gift Aid for every £1 you donate

If you are a UK tax payer, under the Government's Gift Aid Scheme, the Relief Chest Scheme of The Freemasons' Grand Charity (Registered Charity Number 281942) can reclaim the tax you have already paid on your donation and add it to the value of your gift.

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year.

Your address is needed to identify you as a current UK taxpayer.

DECLARATION


I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

In order to Gift Aid your donation you must tick the relevant box(es) below.

☐ on this donation only ☐ in the past 4 years ☐ in the future

Please notify us if you:

1. Want to cancel this declaration
2. Change your name or your home address
3. No longer pay sufficient tax on your income and/or capital gains.



Date: ____ / ____ / ____

Personal Details:

Please enter your name and address IN FULL using BLOCK CAPITALS:

Title: ☐ Mr ☐ Mrs ☐ Dr ☐ Other (.....)

Surname: _____

Forename(s): _____

Address: _____

Postcode: _____


Telephone: _____

Signature: _____






3. The money is banked into the Lodge/Chapter bank account.
4. The Relief Chest Representative completes the envelope donor verification schedule and sends this, together with the slips and a cheque payable to The Freemasons' Grand Charity covering the collection amount, to the Relief Chest Scheme.



Envelope Verification Schedule



Details of person submitting duplicate and slips

First Name

Surname

Address

Postcode

Relief Chest name

Lodge/Chapter no. Relief Chest no.

No. of envelope slips Total amount of GAE donations £

Total amount of non Gift Aided donations £

Total amount of all donations £

Cheque no./Duplicate paying in slip no.


Total amount deposited £

Please make all cheques payable to "The Freemasons' Grand Charity"
OR
Please deposit all sums of money collected into a local branch of Natwest/Coutts.


Signature Date

Please forward the completed schedule, all completed GAE slips and cheque/duplicate paying in slip to:

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




On 1 April 2016, the Relief Chest Scheme of The Freemasons' 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 for further information.








- Complete the sponsorship verification form
- Send the verification schedule together with the sponsorship forms and the cheque(s) payable to The Freemasons' Grand Charity covering the amount, to the Relief Chest Scheme



Envelope Verification Schedule



Details of person submitting duplicate and slips

First Name

Surname

Address

Postcode

Relief Chest name

Lodge/Chapter no. Relief Chest no.

No. of envelope slips Total amount of GAE donations £

Total amount of non Gift Aided donations £

Total amount of all donations £

Cheque no./Duplicate paying in slip no.


Total amount deposited £

Please make all cheques payable to "The Freemasons' Grand Charity"
OR
Please deposit all sums of money collected into a local branch of Natwest/Coutts.


Signature Date

Please forward the completed schedule, all completed GAE slips and cheque/duplicate paying in slip to:

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



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Donations by Post – Miscellaneous

Non-member (personal) donations can be made by completing a miscellaneous payment form and sending it to the Relief Chest Scheme together with a cheque made payable to “The Freemasons’ Grand Charity”.

Typical miscellaneous donations include raffles, sales of regalia, penny collections, barbecues etc.

Miscellaneous Payment Form

Please do **NOT** use this form for personal donations



Relief Chest Details

Relief Chest name

Relief Chest no.

Please send completed form and donation to:
Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen
Street, London WC2B 5AZ
Tel: 020 3146 3333

Donation Details


Please ensure all cheques are made payable to The Freemasons' Grand Charity.

Donation amount: £ Date


Description of donation (e.g. raffle collection, alms; for festival donations please enter Lodge name and number)

Receipt Details

Please tick if a receipt is required ☐ **Please note that receipts can only be issued to the Relief Chest Representative.**



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Please visit mcf.org.uk for further information.



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Donations by Post – Regular Donations

Regular donations can be made by setting up a Direct Debit instruction. The donations can be made monthly, quarterly or annually for a set period of time (e.g. three, four or five years or until further notice).

The Freemasons' Grand Charity
(Registered Charity No. 281942)

Please fill in the whole form using a ball point pen and send to:
The Freemasons' Grand Charity, 60 Great Queen Street, London WC2B 5AZ.

**Instruction to your Bank/Building Society
to pay by Direct Debit**



Name and full postal address of your bank or building society

To: The Manager Bank/Building Society

Address _____

Postcode _____

Name(s) of Account holder(s) _____

Bank/Building Society Account Number _____

Branch sort code _____

Banks and building societies may not accept Direct Debit instructions for some types of account.

Service user number
9 2 6 0 9 6

Reference number
____ / ____

Instruction to your bank or building society

Please pay The Grand Charity of the United Grand Lodge of England Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The Grand Charity of the United Grand Lodge of England and, if so, details will be passed electronically to my bank/building society.

Signature(s) _____

Date: ____ / ____ / ____

Regular Donations into a Relief Chest

I promise to pay you the actual sum of £ ____ . ____

every Month ☐ Year ☐ 3 months ☐ 6 months ☐

Payments are to start on: 11 / ____ / ____

(This date must be at least two months after the date that you sign the form)

and are to continue for a period of three ☐ four ☐ five ☐

or ____ years thereafter, or until my death, whichever is earlier

Please allocate this Regular Donation to:

Lodge/Chapter name: _____

Lodge/Chapter No.: _____ Relief Chest No.: _____

Single Donations into a Relief Chest

Please tick one or more of the following as applicable:

☐ I enclose a cheque payable to The Freemasons' Grand Charity for the sum of £ ____ . ____

☐ I made a donation of £ ____ . ____ on or about the ____ / ____ / ____

Please allocate this Single Donation to:

Lodge/Chapter name: _____

Lodge/Chapter No.: _____ Relief Chest No.: _____

Gift Aid

Boost your donation by 25p of Gift Aid for every £1 you donate

If you are a UK tax payer, under the Government's Gift Aid Scheme, the Relief Chest Scheme of The Freemasons' Grand Charity (Registered Charity Number 281942) can reclaim the tax you have already paid on your donation and add it to the value of your gift.

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year.

Your address is needed to identify you as a current UK taxpayer.

DECLARATION

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

In order to Gift Aid your donation you must tick the relevant box(es) below.


☐ on this donation only ☐ in the past 4 years ☐ in the future

Please notify us if you:

1. Want to cancel this declaration

2. Change your name or your home address

3. No longer pay sufficient tax on your income and/or capital gains.



Date: ____ / ____ / ____

Personal Details:

Please enter your name and address IN FULL using BLOCK CAPITALS:

Title: ☐ Mr ☐ Mrs ☐ Dr ☐ Other (.....)

Surname: _____

Forename(s): _____

Address: _____

Postcode: _____

Telephone: _____

Signature: _____




Donations by Post – Credit or Debit Cards


Donors can make credit or debit card donations completing a credit/debit card donation form and sending to the Relief Chest Scheme.

This form is available from the Relief Chest Scheme or to download from the Relief Chest section on mcf.org.uk

This form can be printed and completed manually or by typing directly into the fields before printing signing and posting.



Credit/Debit Card Donation Form



We accept donations by Mastercard, Visa, Visa Debit and Maestro

Card Details

Name as on card

Card no. Expiry Date (MMYY)

CV2 no. Start Date (MMYY) Issue no.

Donation Details

Donation amount £ Relief Chest no.

Lodge/Chapter name

Lodge/Chapter no.

Signature

Personal Details

First Name(s)

Surname

Address

Postcode

Gift Aid Declaration

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Boost your donation by 25p of Gift Aid for every £1 you donate

If you are a UK tax payer, under the Government's Gift Aid Scheme, the Relief Chest Scheme of The Freemasons' Grand Charity (Registered Charity Number 281942) can reclaim the tax you have already paid on your donation and add it to the value of your gift. Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

Please read the declaration below before you tick the relevant box(es) and date the form.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

Please treat as Gift Aid donations, all qualifying gifts of money made:

On this donation only ☐ in the future ☐ in the past 4 years ☐


If you do NOT wish for tax to be reclaimed, please tick here ☐ Date

Please notify us if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains.

Send this completed form to : **Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 5AZ**
Tel: 020 3146 3333

On 1 April 2016, the Relief Chest Scheme of The Freemasons' 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 for further information.

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 transactions your details may be shared with the relevant Relief Chest Representatives and/or Province.



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Donations by Telephone – Credit or Debit Cards



Donor contacts the Relief Chest Scheme on **020 7395 9349** –Monday to Thursday 9.30am to 4.30pm, Friday 9.30am to 3.30pm to make a donation using a credit or debit card

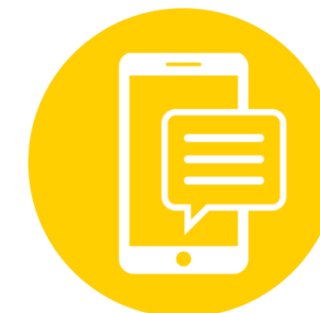
Donations by Telephone – Direct Debit



- Donor contacts the Relief Chest Scheme on the dedicated telephone line – **020 7395 9313** – Monday to Thursday 9:30am to 4:30pm, Friday 9:30am to 3:30pm)
- Donor needs the following information:
 - * Name and address
 - * Bank Sort Code and account number
 - * Amount of donation
 - * Frequency and duration
 - * Relief Chest, Lodge, Chapter details
 - * Gift Aid declaration

Donations by Telephone (Mobile) – Text

(This facility currently available to Provinces in Festivals and Appeals only)



Donor sends a text to a number allocated to a specific Relief Chest

- A text is sent to the donor confirming donation With a link requesting further information for allocation and Gift Aid purposes
- Donation is processed by Relief Chest Scheme and credited against the donor



Bank Transfers

A donor can make a payment into a Relief Chest by bank transfer electronically from their own account or a Relief Chest Representative can arrange a transfer from their Lodge/Chapter account. Please contact the Relief Chest Scheme for the bank details and further instructions.

Local Banking

Relief Chest Representatives can deposit the charitable collections locally into any NatWest branch.

How it works:

- The Relief Chest Representative receives a paying in book
- Donations are collected and paperwork is completed
- The collection is banked at a local NatWest branch
- The duplicate paying in slip is sent together with any donation forms and envelopes to the Relief Chest Scheme

For more information on this service or to request a paying in book, please contact the Relief Chest Scheme.



Donations from a Relief Chest

Making a donation from a Relief Chest to a registered charity or to any charitable cause recognised as charitable by HM Revenue & Customs, can be made by following a few easy steps:

- The Relief Chest Holder, i.e. the Lodge, Chapter etc. decides to make a donation
- The donation is then approved in open Lodge etc. according to the practice of their unit
- The Relief Chest Representative completes the relevant voucher and arranges for it to be counter signed (each voucher requires two signatures)
- The voucher is sent to the Relief Chest Scheme
- The Relief Chest Scheme processes and forwards the donation to either
 - a) the charity, or
 - b) the Relief Chest holder for presentation (if requested)

Vouchers are serial numbered and issued by the Relief Chest Scheme on request.

Donations from Relief Chests are made on the first day of each month. Urgent requests for donations are processed and cheques are issued immediately.




Donations to Masonic Charities

Blue Vouchers

A blue voucher is to be used for donations to the general funds of the

- Masonic Charitable Foundation (MCF)
- Former Central Masonic Charities (FGC, MSF, RMTGB, RMBI) and any subsidiary fund listed on the voucher.



Relief Chest Scheme
FOR THE

TO:- **Relief Chest Scheme**
Masonic Charitable Foundation
60 Great Queen Street
London
WC2B 5AZ

For Masonic Charities Listed Below

Voucher No: _____

On 1st April 2016, the Relief Chest Scheme of the Freemasons' 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 for further information.

Date: / /

In accordance with a Resolution passed by the Members, please donate from the Relief Chest named above to the following charity:

1	<input type="checkbox"/>	Freemasons' Grand Charity (General Funds)
2	<input type="checkbox"/>	Royal Masonic Trust for Girls and Boys
3	<input type="checkbox"/>	Ruspini Fund (RMTGB)
4	<input type="checkbox"/>	Masonic Charitable Foundation General Fund (MCF)
5	<input type="checkbox"/>	Royal Masonic Benevolent Institution
6	<input type="checkbox"/>	Good Neighbour Fund (RMBI)
7	<input type="checkbox"/>	Masonic Samaritan Fund
8	<input type="checkbox"/>	Lifelites

The sum of £ (AMOUNT IN FIGURES)

(AMOUNT IN WORDS)

and debit the balance of the Relief Chest accordingly.

Signature _____

Relief Chest Representative


Print Name _____

Signature _____

Secretary/Scribe/Recorder/Treasurer/Master/Almoner/Etc.

Print Name _____

SEE NOTES OVERLEAF.
Apr 16






Donations to Non- Masonic Charities

Green Vouchers

A green voucher should be used to:

- make donations to non-Masonic registered charities
- make donations to any other Masonic charity not listed on the blue voucher
- transfer funds to a Provincial Festival or any other Appeal Relief Chest



For Non-Masonic Charities
(MAY ALSO BE USED TO TRANSFER DONATIONS TO FESTIVALS)

Voucher No: _____

FOR THE

TO:- **Relief Chest Scheme**
Masonic Charitable Foundation
60 Great Queen Street
London
WC2B 5AZ

On 1st April 2016, the Relief Chest Scheme of the Freemasons' 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 for further information.

Date: / /

In accordance with a Resolution passed by the Members, please donate from the Relief Chest named above to the following charity:

CHARITY NAME

REGISTERED No.:

ADDRESS:

POSTCODE

The sum of £ (AMOUNT IN FIGURES)

(AMOUNT IN WORDS)

and debit the balance of the Relief Chest accordingly.

Signature


Signature

Relief Chest Representative Secretary/Scribe/Recorder/Treasurer/Master/Almoner/Etc.

Print Name


Print Name


SEE NOTES OVERLEAF



1 003080 810001



- Page (... of ...)
- # Relief Chest Transfer Allocation Form
- 

RCS
Relief Chest Scheme
- Use this form to allocate funds transferred to individual donors.
- Voucher no.
- | | First Name | Surname | House Name/No. | Post Code | | | | | | | | Amount (£) |
|----|--------------------------------------------------------------------------------|---------|----------------|-----------|---|---|---|---|---|---|-------|------------|
| 1 | John | Smith | 123 | A | B | 1 | 2 | 3 | C | D | 30.00 | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | |
| | Total of Individual Donations | | | | | | | | | | £ | |
| | Lodge/Chapter Donation | | | | | | | | | | £ | |
| | Total to be transferred (please ensure this matches the total on the voucher): | | | | | | | | | | £ | |
- Please send this form with the completed voucher to: **Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London, WC2B 5AZ.**
- 

9 780281 901025

Donation – for an Individual

Funds in a Relief Chest may be used to assist an individual in distress. There is no requirement that the individual receiving the assistance is a Freemason or a dependant of a Freemason and there is no limit to the amount or number of donations they may receive. Each donation may be of any amount, subject to the funds available in the relevant Relief Chest.

Vouchers must **not** be used to authorise donations to an individual in distress. To donate to an individual in distress a letter printed on the Relief Chest Holder's headed paper should be sent to the Relief Chest Scheme. It should provide details of the individual in distress and an assurance from the Relief Chest Holder that appropriate due diligence has been undertaken to confirm the need for relief. A sample letter is provided below:

Lodge/chapter headed paper

We have made due enquiry and we are satisfied that:

Full Name
House No
Street
Town
County
POST CODE

is suffering from distress and is in need. The [insert RELIEF CHEST HOLDER'S NAME] requests that the sum of [insert AMOUNT IN WORDS] pounds £..... be donated for the relief of [insert NAME] distress and be debited against Relief Chest No. [insert RELIEF CHEST NUMBER]

[Signed] / NAME

(Relief Chest Representative)

[Signed] / NAME


(Master / Secretary / Treasurer / Almoner / Charity Steward)



Relief Chest Statement

On behalf of the Relief Chest holder, the Relief Chest Representative will receive a detailed annual statement covering the Relief Chest's activity. The Relief Chest holder designates a twelve month period for annual reporting when opening a Relief Chest. Interim statements are issued on request.

Mr AB Smith
1 Any Lane
Any Town
County
POST CODE



Relief Chest Scheme
Masonic Charitable Foundation
60 Great Queen Street, London WC2B 5AZ
020 3146 3333 | reliefchest@mcf.org.uk
www.mcf.org.uk/reliefchest

STATEMENT FOR RELIEF CHEST

Covering period from dd/mm/yyyy to dd/mm/yyyy for the


Relief Chest Name

Relief Chest No. xxxx	Totals £
A. Net balance in Relief Chest at beginning of period	0.00
B. Total contributions under RPP/Regular Donation during period	0.00
C. Total tax payments for RPP/Regular Donation received during period	0.00
D. Total Gift Aid receipts during period (GA+GAE+GAS)	000.00
E. Total tax repayments under Gift Aid received during period	000.00
F. Total miscellaneous receipts during period	000,000.00
G. Total interest allocated during period	00.00
H. Total of all receipts during period (B+C+D+E+F+G)	000,000.00
I. Total donations actually made during period	0.00
J. Net balance at end of period (A+H-I)	000,000.00
K. Donations authorised but not yet made at end of period	0.00
L. Balance available for further donations (J-K)	000,000.00

Details are attached.

Thursday May 5 2016 11:33 AM

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On 1 April 2016, the Relief Chest Scheme of The Freemasons' 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 for further information.




Relief Chest Subscribers List

On request a Subscribers list can be provided to the Relief Chest Representative.
This will show a list of all the regular donors (Direct Debit)

Chest Subscribers List - Relief Chest Name & Number

Mr AB Smith
1 Any Lane
Any Town
County
POST CODE




Relief Chest Scheme
Masonic Charitable Foundation
80 Great Queen Street, London WC2B 5AZ
020 5146 3333 | reliefchest@mcf.org.uk
www.mcf.org.uk/reliefchest

Name	Ref.	First Payment	Frequency	Amount	Final Payment	Total Paid	Tax Claimed	Status
Regular Donation								
Brown A	18620679	11/06/15	Yearly	£50.00	11/06/18	£50.00	£12.50	Active
Smith A	16930691	11/05/14	Monthly	£10.00	11/04/19	£600.00	£150.00	Expired
Black T	15997329	11/06/10	Quarterly	£10.00	11/05/15	£240.00	£60.00	Complete
White JA	15542313	11/03/05	Bi-annual	£6.00	11/02/10	£12.00	£00.00	Active (Inhibited)
John PA	16981045	11/06/15	Monthly	£8.00	11/05/20	£96.00	£14.00	Cancelled

End Of Report

Tuesday May 3 2016 11:44 AM

Page 1 of 1



Masonic
Charitable Foundation

On 1 April 2016, the Relief Chest Scheme of The Freemasons' Grand Charity (Registered Charity Number 282962) became part of the Masonic Charitable Foundation, a new charity for Freemasons, for families, for everyone.
Please visit mcf.org.uk for further information.



Relief Chest Scheme Privacy Policy



Relief Chest Scheme

Masonic Charitable Foundation
80 Great Queen Street
London WC2B 5AQ

020 3146 3333 | reliefchest@mcf.org.uk
www.mcf.org.uk/reliefchest

Relief Chest Scheme – Privacy Policy

This policy is effective from 1/12/2013

INTRODUCTION

This Privacy Policy Terms and Conditions document sets out how the Relief Chest Scheme expects the Representatives to use and protect personal or any other information made available to them in any format (e.g. hardcopy, electronic).

In order to comply with the Data Protection Act (1998), The Relief Chest Scheme is committed to ensuring the privacy and confidentiality of personal information provided to us.

These Terms and Conditions govern the use of information provided to you in any format such as hardcopy or electronic.

ACCEPTANCE

You must read and accept the terms and conditions set out below by returning this document.

DEFINITION

Personal Data means data which relate to a living individual who can be identified

- From those data
- From those data and other information which is in the possession of, or is likely to come into the possession of, the data controller
- Also includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual

ACCESS SECURITY AND CONFIDENTIALITY

You must:

- acknowledge that the Relief Chest System will give you access to confidential information provided by donors
- always treat any personal or any other information provided to you by us as confidential
- use personal information only for assigned tasks, such as for preparing accounts, allocating and issuing honorific, medals and certificates for a Provincial Festival or an Appeal



- (d) protect the security and integrity of personal or any other information provided to you
- (e) put in place suitable procedures to safeguard your files containing personal data
- (f) not sell, or pass on personal or any other information received from the Relief Chest Scheme
- (g) not reproduce, duplicate, copy or otherwise exploit personal or any other information for commercial purposes
- (h) inform the Relief Chest Scheme immediately if you are no longer the Relief Chest Representative and no longer have the right to this information

ONLINE SERVICES

(This facility is currently only available to the Provincial Relief Chest holders who are running Festivals for the Central Masonic Charities and other fundraising campaigns)

In addition to the above, the following applies to representatives who have been provided with online access to the Relief Chest System. The Relief Chest Scheme reserves the right to allow or restrict access by the Relief Chest Representatives to the online Relief Chest System or to the online Charity Reporting System.

You must:

- (a) not disclose your password to any person. If you believe your log in details have been used without your permission you must notify the Relief Chest Scheme immediately
- (b) put in place suitable electronic procedures to safeguard your computer
- (c) not reproduce, duplicate, copy or otherwise exploit personal or any other information on our website for commercial purposes
- (d) not use our website in any way that causes, or may cause damage to the website or to impair its availability or accessibility
- (e) not use our website to copy, store, host, transmit, send, insert cookies, use or publish any material which consists of any spyware, computer virus or any other malicious computer software

To obtain a copy of information we hold about you or if you believe any of the information we hold is incorrect please contact the Relief Chest Scheme

Telephone: 020 7395 9246

Email: reliefchest@mcf.org.uk

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



Useful Links

For more information on **Gift Aid**

hmrc.gov.uk/giftaid

For information on **Registered Charities**

charitycommission.gov.uk

For information on **Privacy Policy**

ico.org.uk

Contacting the Relief Chest Scheme

Regular Donations

Bridget Gialanze – Regular Donations Coordinator

Tel: 020 7395 9313

Email: bgialanze@mcf.org.uk

Gift Aid, Miscellaneous & Credit Card Donations

Brooklyn Hutchinson – Donations Coordinator

Tel: 020 7395 9349

Email: bhutchinson@mcf.org.uk

Gift Aid Envelope Donations

Claire Reeves – Gift Aid Envelope Donations Coordinator

Tel: 020 7395 9396

Email: creeves@mcf.org.uk

Donations from Relief Chests (to Charities)

Karon Watts – Charity Payments Coordinator

Tel: 020 7395 9309

Email: kwatts@mcf.org.uk



General Enquiries/Stationery

Office Hours : 9.00am - 5.00pm Monday to Thursday
9.00am - 4.00pm Friday
Telephone : 020 7395 9246
Fax : 020 7395 9295
Address : The Relief Chest Scheme, Masonic Charitable Foundation
60 Great Queen Street, London WC2B 5AZ
Email : reliefchest@mcf.org.uk
Web : mcf.org.uk/reliefchest







Masonic
Charitable Foundation

For Freemasons, for families, for everyone

60 Great Queen Street | London | WC2B 5AZ | Tel: 020 3146 3333 | info@mcf.org.uk
www.mcf.org.uk

Registered charity number 1164703.

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