

# Provincial Grand Lodge of Worcestershire 2022 Festival

Relief Chest No:E2022

## *Guide for Donors*



# Single Donations:

## By Cheque:

- ✓ Complete a Single Donation Form
- ✓ Make cheques payable to **"The Freemasons' Grand Charity"**.
- ✓ Tick the Gift Aid declaration if applicable and date the form
- ✓ Send form and cheque to the Relief Chest office.

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. CAFOD)

Donation amount: £ \_\_\_\_\_  
 Lodge/Chapter name: \_\_\_\_\_  
 Lodge/Chapter no.: \_\_\_\_\_  
 Relief Chest no.: \_\_\_\_\_

**Gift Aid Declaration**

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 this money The Relief Chest claims Tax from 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 to be liable for tax to be reclaimed, please tick here: ☐ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please tick if you want to cancel this declaration, change your name or home address or no longer pay by direct debit or your payment order number.

Send this completed form to: **Relief Chest Office, Masons' Charitable Foundation, 40 Great Queen Street, London WC2B 5BB**

**Freemasons' Grand Charity** is a registered charity (No. 1044044) and a company limited by guarantee (No. 1044044) registered in England. It is a company with a limited liability. It is a company with a limited liability. It is a company with a limited liability.

## By Credit/Debit Card:

- ✓ **Post:** Complete the Credit/Debit Card Donation Form and send to the Relief Chest office
- ✓ **Phone:** Call us on 020 7395 9349 (open Monday-Thursday 9.30am-4.30pm, Friday 9.30am-3.30pm) to make a donation.
- ✓ **Online:** You can also make a donation by visiting <https://mcf.org.uk/festival/worcestershire2022>

**Credit/Debit Card Donation Form**

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

**Card Details**

Name as on card: \_\_\_\_\_  
 Card no.: \_\_\_\_\_  
 CV2 no.: \_\_\_\_\_ Start Date (MM/YY): \_\_\_\_\_ Expiry Date (MM/YY): \_\_\_\_\_  
 Issue no.: \_\_\_\_\_

**Donation Details**

Donation amount: £ \_\_\_\_\_  
 Lodge/Chapter name: \_\_\_\_\_  
 Lodge/Chapter no.: \_\_\_\_\_  
 Relief Chest no.: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**Personal Details**

First Name: \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_

**Gift Aid Declaration**

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 this money The Relief Chest claims Tax from the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

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## By Text:

- ✓ To donate £5 text the code **"WORCS2022"** to **70500**
- ✓ Follow the link in the text reply and complete your details and the Lodge/Chapter to be credited.



# Regular Donations:

## By Post:

- ✓ Complete a Direct Debit Donation Form
- ✓ **Remember to sign & date the Direct Debit Mandate at the top**
- ✓ Tick the Gift Aid declaration if applicable and date the form
- ✓ Send the completed form to the Relief Chest office.

## Online:

- ✓ You can set up a Direct Debit quickly and securely by visiting <https://mcf.org.uk/festival/worcestershire2022>

## By Telephone:

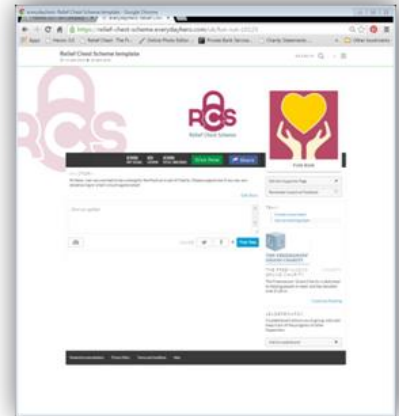
- ✓ Call us on 020 7395 9313 (open Monday-Thursday 9.30am-4.30pm, Friday 9.30am-3.30pm)
- ✓ Please ensure you have your bank account details to hand.



# Gift Aid Sponsorships:

## Creating an online Sponsorship Page:

- ✓ Go to the Festival fundraising page, at <https://mcf.org.uk/festival/worcestershire2022>
- ✓ Click on “**Create a Fundraising Page**” and create an account
- ✓ Follow the instructions and fill in details of your sponsored event and your goal amount, save the page 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.



## Paper Sponsorship Forms:

- ✓ Please complete the event information at the top of the form
- ✓ Each donor must complete their entry personally in order to claim Gift Aid, providing all requested information
- ✓ Please bank all raised cash and issue a cheque payable to “**The Freemasons’ Grand Charity**” for the total amount
- ✓ Complete the verification schedule and send together with the sponsorship form and cheque to the Relief Chest office.

A screenshot of a paper sponsorship form titled 'PGL of Worcestershire 2022 Festival Sponsorship and Gift Aid Declaration Form'. The form includes sections for 'Event', 'Participant's Full Name', 'Relief Chest no.', 'Relief Chest no. E0000', 'Lodge/Chapter no.', 'Lodge/Chapter name', 'Relief Chest no.', 'Number of sponsorship form(s)', 'Number of cheques(s) being submitted', and a 'Signature' line. It also features a 'Sponsorship/Donor Verification Schedule' table and a 'Grand Charity' section.

*If you have any questions or need any forms please visit our website [www.mcf.org.uk](http://www.mcf.org.uk)*

*To contact the Relief Chest office phone 020 7395 9246 or email us at [reliefchest@mcf.org.uk](mailto:reliefchest@mcf.org.uk) and we will be happy to help.*

*Please send all completed forms and donations to: **Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 5AZ***





**Masonic**  
Charitable Foundation

**For Freemasons, for families, for everyone**

60 Great Queen Street | London | WC2B 5AZ | Tel: 020 3146 3333 | [info@mcf.org.uk](mailto:info@mcf.org.uk)  
[www.mcf.org.uk](http://www.mcf.org.uk)

Registered charity number 1164703.

A company limited by guarantee, registered in England and Wales number 09751836.

