

Charity Stewards' Guide



Gloucestershire 2029 Festival

Relief Chest No: GLOS2029

Regular donation by Direct Debit:

By post:

- ✓ The donor must complete details of the account to be debited and sign and date the Direct Debit mandate at the top of the form.
- ✓ Enter the following details:
 - Amount
 - Frequency
 - Length of the Direct Debit Instruction.
- ✓ Fill in the personal details and tick the Gift Aid box if applicable
- ✓ Send the completed form to the Relief Chest office.

The form is titled "The Freemasons' Grand Charity" and "Instruction to your Bank/Building Society to pay by Direct Debit". It includes sections for "Important Notes", "Donor Details", "Bank Details", "Frequency and Amount", and "Gift Aid Declaration". The form also features a "Direct Debit" logo and a "Relief Chest" logo. The form is titled "The Freemasons' Grand Charity" and "Instruction to your Bank/Building Society to pay by Direct Debit".

Online:

- ✓ Set up a Direct Debit Instruction by visiting: mcf.org.uk/festivals/gloucestershire

By telephone:

- ✓ Call our dedicated line on **020 3146 3345** (Open Monday to Thursday 9:30am to 4:30pm, Friday 9:30am to 3:30pm)
- ✓ The donor must have the following details to hand:
 - Full name and Address
 - Bank account number and sort code
 - Donation amount, frequency and duration of Direct Debit
 - Relief Chest number (GLOS2029) into which your donation is to be made
 - Details of your Lodge/Chapter
- ✓ Please note that calls will be recorded in accordance with Direct Debit & Gift Aid rules.

Personal Donations

Personal donations from members/individuals can be made by:

Single donation by Cheque/Charity voucher:

- ✓ Complete the Single Donation form or Combined Single & Regular Donation form.
- ✓ Make all cheques and vouchers payable to **“The Relief Chest Scheme”**
- ✓ If the donor wishes to Gift Aid the donation, the following details must be completed:
 - Full name and Address
 - Tick the relevant box
 - Date the form.
- ✓ Enter the Lodge/Chapter to be credited.
- ✓ Post the completed form and cheque to the Relief Chest office.

Single Donation Form

Gloucestershire 2018 Festival

This form is for personal donations only

Personal Details

First name																			
Last name																			
Address																			

Postcode																			
----------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Donation Details

I endorse:	☐ a cheque	☐ a charity voucher (e.g. CAFKRL)
Donation amount	£	Please enclose the cheque is made payable to the Relief Chest Scheme.
Lodge/Chapter name		
Lodge/Chapter no.		

Relief Chest No. GLOS2029

Gift Aid declaration

I declare my donation of **£10 of Gift Aid for every £1 you donate**

If you are a UK tax payer, please make the donation **Gift Aid** to the **Relief Chest Scheme** (The Grand Charity Foundation Charity Number 281542) to ensure 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 on the amount you give.

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

Please send this declaration before you fill the relevant booklet and date the form.

I am a UK taxpayer and understand that I pay less in income tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that it pays 1% more 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	☐
On who don't wish for tax to be reclaimed, please tick here	☐	☐	☐	☐	☐
Signature					

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 declaration form to: Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London WC1R 4AG. Tel: 020 7363 3320 Email: relief@reliefchest.org

Data Protection Act 2018 and the UK GDPR (European Data Protection Regulation) - Privacy Notice

The Relief Chest Scheme is committed to protecting your personal information. This scheme's privacy notice explains what we collect and how we use your personal information and how you can control your personal information. It also explains how we protect your personal information and how you can control your personal information.

If you do not consent to how we handle, share and store your personal information we have no interest or reward of a copy of your personal information we will send you, please visit <https://www.gov.uk/government/organisations/relief-chest-scheme>

M0104

Single donation by Credit/Debit card:

- ✓ **Post:** Complete card details and the amount to be donated.
 - If the donor wishes to Gift Aid the donation, the details as listed above must be present
 - Post the completed form to the Relief Chest Office.
- ✓ **Online:** Card donations can be made by visiting mcf.org.uk/festivals/gloucestershire
- ✓ **Telephone:** Donations can be made by calling **020 3959 2807** (open Monday-Thursday 9.30am-4.30pm, Friday 9.30am-3.30pm).



Credit/Debit Card Donation Form

Gloucestershire 2029 Festival



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

Card as details

Name as on card _____

Card no. _____ Expiry date (MM/YY) _____

CV2 no. _____ Start Date (MM/YY) _____ Issue no. _____

Donation Details

Donation amount £ _____ Relief Chest no. **GLOS2029**

Lodge/Chapter name _____

Lodge/Chapter no. _____

Signature _____

Personal Details

First Name(s) _____

Surname _____

Address _____

Postcode _____

Gift Aid Declaration

Please print donation by Gift Aid and every £1 you donate

If you are a UK tax payer, under the Government's Gift Aid scheme, the Relief Chest Scheme (This Great Charity, Registered Charity) will pay you to reclaim the tax on your donation and your donation will be valued at 10% more.

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 normal UK tax payer.

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

I am a 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 tick an OR Aid donation, all paying gifts of money made:

On this donation ☐ In the future ☐ In the past 4 years ☐

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

Please inform us if you need to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income or other capital gains.



PDS Send this completed form to: Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 8AZ Tel: 020 3146 3352 Email: reliefchest@mcfd.org.uk

Data Protection Act 2018 and the UK GDPR (General Data Protection Regulations) - Privacy Notice

The Relief Chest Scheme is committed to protecting your personal information. The scheme is run in compliance with GDPR and UK data protection legislation. We will only use your personal information for the purposes specified in our privacy policy and we will not use your personal information for any other purpose without your explicit consent. We will only use your personal information for the purposes specified in our privacy policy and we will not use your personal information for any other purpose without your explicit consent. We will only use your personal information for the purposes specified in our privacy policy and we will not use your personal information for any other purpose without your explicit consent.

If you wish to know how we handle, share and store your personal information, and how to access or request a copy of any of your personal information we hold about you, please visit <https://mcfd.org.uk/policies/privacy/relief-chest-privacy-policy/>

17-12-2018 14:46:00

Gift Aid Envelope (GAE) Collections:

- ✓ Each donor should complete the tear off slip on the GAE and if they wish to Gift Aid the donation ensure they complete:
 - Full name and Address
 - Date
 - Tick the relevant box
- ✓ Once collected, the Treasurer &/or Charity Steward should count the contents of the GAEs and ensure that the amounts agree with the amount entered on the tear off slip
- ✓ Once totalled please bank the money into the Lodge/Chapter account and issue a cheque made payable to **"The Relief Chest Scheme"** for the total.
- ✓ Please complete an Envelope Verification Schedule for the collection and post to the Relief Chest office together with the cheque and the tear off slips.


Envelope Verification Schedule
Gloucestershire 2029 Festival


Details of person submitting cheque 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 £

Total amount of cheque £

Please make all cheques payable to The Relief Chest Scheme

Signature Date

 Please forward the completed schedule, all completed GAE slips and the cheque to Relief Chest Scheme, Masonic Charitable Foundation 60 Great Queen Street London WC2B 5AZ Telephone 020 3146 3352 Email: reliefchest@mcof.org.uk

Data Protection Act 2018 and the UK GDPR (General Data Protection Regulation) - Privacy Notice
The Relief Chest Scheme is committed to protecting your personal information. The scheme is fully compliant with DPA and UK GDPR legislation when handling your personal data. Our legal basis for collecting, processing and sharing personal information as set out in our Privacy Policy is based on the legitimate interest of the Relief Chest Scheme. To find out more about how we handle, share and store your personal information and how to amend or request a copy of any personal information we hold about you, please visit <https://mcof.org.uk/policies/privacy/relief-chest-privacy-policy/>



Making a donation into a Relief Chest

Thank You

Please complete this slip in BLOCK capitals and place in the envelope with your donation

First Name in full

Surname

House Name or No.

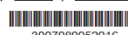
Address

Post Code Donation £ -

Lodge or Chapter No. Relief Chest No.

Date / /

Please read the notes overleaf before you tick the relevant box(es)
Please treat (✓) as Gift Aid donations all qualifying gifts of money made:
on this donation only ☐ on this donation and in the future ☐

The Relief Chest Scheme (The Grand Charity-Registered Charity No.251942)  3007080052016


Gloucestershire 2029 Festival


Completing a Gift Aid Envelope

Please remember to complete all steps to ensure your gift reaches its maximum potential.

1. Write your full name and address including post code
2. Enter your Lodge/Chapter number
3. Remember to write the date and amount of your donation
4. If you are a UK tax payer and wish to Gift Aid your donation (making it worth 25% more), please read the declaration on the back of the slip and TICK the applicable box
5. The Relief Chest number is GLOS2029

5. Tear off the slip and pop it in the envelope with your donation

Thank you for your generosity 


Gloucestershire 2029 Festival


Completing a Gift Aid Envelope

Please remember to complete all steps to ensure your gift reaches its maximum potential.

1. Write your full name and address including post code
2. Enter your Lodge/Chapter number
3. Remember to write the date and amount of your donation
4. If you are a UK tax payer and wish to Gift Aid your donation (making it worth 25% more), please read the declaration on the back of the slip and TICK the applicable box
5. The Relief Chest number is GLOS2029

5. Tear off the slip and pop it in the envelope with your donation

Thank you for your generosity 

Gift Aid Sponsorship Donation forms:

- ✓ Please complete details
 1. the event
 2. personal
 3. Lodge name and number 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 Relief Chest Scheme"** or a bank transfer for the total amount
- ✓ Complete the Verification Schedule and send together with the completed Sponsorship form and cheque to the Relief Chest office.

This is a detailed sponsorship form for the Gloucestershire 2029 Festival. It includes sections for the event details, the sponsor's personal information, and a table for recording donations. The form also contains a privacy notice and contact information for the Relief Chest Scheme.

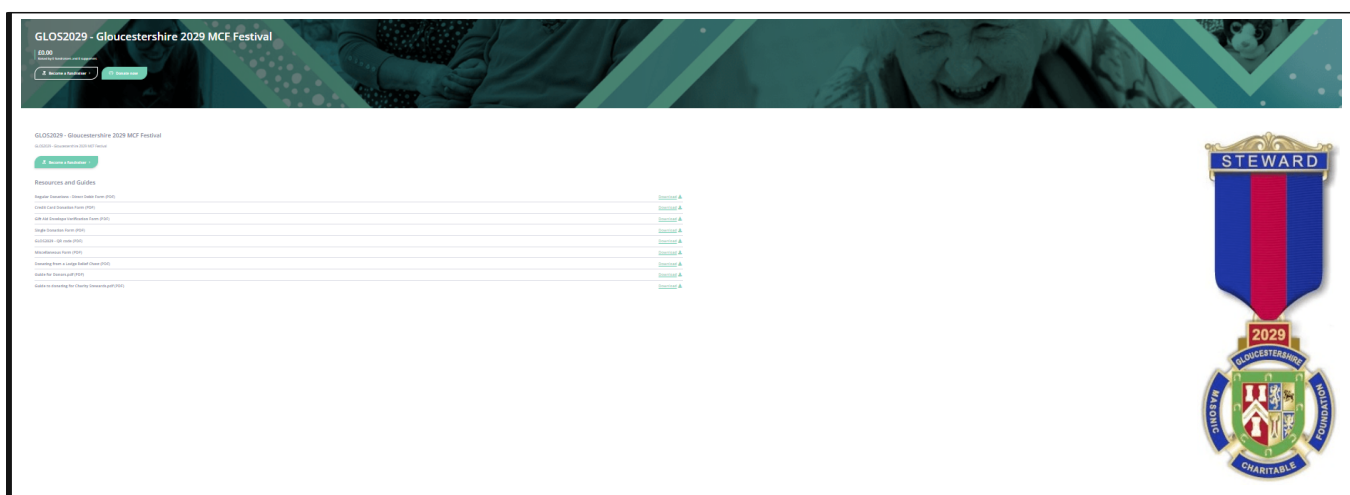
This is a verification form for the Gloucestershire 2029 Festival. It includes sections for the event details, the sponsor's personal information, and a table for recording donations. The form also contains a privacy notice and contact information for the Relief Chest Scheme.

This is a guidance note for donating into a Relief Chest. It includes five numbered steps: 1. Please complete the event, personal and Relief Chest information; 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; 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.

Online Sponsorship Pages:

Individuals taking part in sponsored events for the Festival can create their own fundraising pages from the main Festival fundraising appeal page.

- ✓ Select “Create a fundraising page” at mcf.org.uk/festivals/gloucestershire
- ✓ Create an account
- ✓ Follow the instructions and fill in details of the sponsored event and goal amount
- ✓ Under page options, add the **Lodge number** to be credited on the end in the URL box. This will ensure the right Lodge is credited for honorific purposes.
- ✓ Save the page and start fundraising.
- ✓ Participants can log in and make updates and changes to their page and upload progress photos at any time.
- ✓ Donors can Gift Aid any donation they make.



QR Code:

Donations can be made using a smart phone by scanning the QR code below.



- Scan QR code
- enter amount
- enter personal details
- enter address
- enter Lodge/Chapter no
- pay by card/mobile/
Google pay
- confirm gift aid declaration

**Gloucestershire 2029 MCF Festival
GLOS2029**

To make a donation
scan with phone camera to open
or visit URL

<https://gtap.uk/glos2029>



Transferring funds from a Lodge/Chapter Relief Chest

Funds held in a Lodge Chest can be transfered to the Gloucestershire Festival Relief Chest by using a Green form or e-voucher. The transfer amount can be allocated to the individual members for honorific purposes. Only complete a Transfer Allocation form if the donation amount is to be allocated to members.

Green Form

- Write **Gloucestershire 2029 Festival** as the charity name
- Write **GLOS2029** as the registered charity number
- add amount in numbers and words
- sign the form (Relief Chest representative + another officer)
- post the green form to Relief Chest Scheme
- enclose a transfer allocation form if applicable

e-Voucher

- visit <https://mcf.org.uk/support-our-work/relief-chest/e-voucher-service/>
- Click on Request a Payment
- Register (your name and email address)
- Confirm registration (via email)
- start new voucher
- add payment details
 - Name: Gloucestershire 2029 Festival**
 - Relief Chest Number: GLOS2029**
 - Amount: £0.00**
- add second signatory details
- submit the voucher

If the donation to be allocated to individuals for honorific purposes, complete the transfer allocation form separately and return to the Relief Chest Scheme.

E-voucher service

Our E-voucher service allows Relief Chest holders to request payments to charities online.

Request a payment in three easy steps

1. Find your Relief Chest
2. Choose your charity and donation amount
3. Confirm and approve

[REQUEST A PAYMENT](#)

Masonic Charitable Foundation
For Freemasons, for families, for everyone

Relief Chest Transfer Allocation Form
Gloucestershire 2029 Festival

Use this form to allocate funds transferred to individual donor

Voucher No Relief Chest No

	First Name	Surname	House Name/No.	Post Code								Amount (£)
				A	B	1	2	3	C	D		
1	Johu	Smith	123								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. Telephone 020 3146 3302 Email: reliefchest@mcf.org.uk

Data Protection Act 2018 and the UK GDPR (General Data Protection Regulation) - Privacy Notice
The Relief Chest Scheme is committed to protecting your personal information. The scheme is fully compliant with DPA and UK GDPR legislation when handling your personal data. Our legal basis for collecting, processing and sharing personal information as set out in our Privacy Policy is based on the legitimate interest of the Relief Chest Scheme.
To find out more about how we handle, share and store your personal information and how to amend or request a copy of any personal information we hold about you, please visit www.mcf.org.uk/reliefchest/privacypolicy

may24

Please return the completed Transfer allocation form to Relief Chest Scheme

Lodge/Chapter Donations:

- ✓ Complete a Miscellaneous Payment Form
- ✓ Write Lodge/Chapter name and number in the Description box
- ✓ Make a cheque is made payable to “The Relief Chest Scheme” or
- ✓ Make the payment by bank transfer
- ✓ Send the completed form and cheque to the Relief Chest office

[illegible]

Local Banking Facility:

- ✓ The Lodge Charity Steward can request a special paying in book to bank their donations directly into the festival Relief Chest
- ✓ Complete the paying in slip with the cash/cheque details
- ✓ Enter your LODGE NO (L1234) as "Particulars for statement.
- ✓ Pay money into any local **Natwest** branch
- ✓ Post the second copy of the paying in slip from the paying in book and any donation forms to Relief Chest Scheme
- ✓ Retain the third copy for your records

[illegible]

Making payments by Bank Transfer:

- ✓ **Account Name:** The Relief Chest Scheme
- ✓ **Account Number:** 02585235
- ✓ **Sort Code:** 18-00-02
- ✓ **Ref:** **GLOS2029/Your Lodge No/name**

Downloading donation forms and guidance

mcf.org.uk/festivals/gloucestershire

Relief Chest Scheme contact details:

Queries on;

Regular donations/Direct debit : Ashraf Muwawu - amuwawu@mcf.org.uk - 020 3146 3345

QR/ Freemasonry Gives: Jack Coventry jcoventry@mcf.org.uk - 020 3146 3349

Postal, Credit/Debit card donations: Mitchell Huett mhuett@mcf.org.uk - 020 3959 2807

Donations from a Lodge Relief Chest: Karon Chatterton kchatterton@mcf.org.uk - 020 3146 3348

General queries

Telephone : 020 3146 3352

Email : reliefchest@mcf.org.uk

Please send all completed donation forms and cheques to:

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