



Charity Stewards' Guide



Norfolk MCF 2027 Festival Relief Chest No: E2027

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.

Personal Details	This form is for personal donations only
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First name	
Lastname	
Address	
Postcode	
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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/norfolk
- Telephone: Donations can be made by calling 020 3959 2807 (open Monday-Thursday 9.30am-4.30pm, Friday 9.30am-3.30pm).

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Regular donation by Direct Debit:

By post:

- The donor must complete details of the account to be debited and <u>sign and date</u> the Direct Debit mandate at the top of the form.
- ✓ Enter the following details:
 - \circ Amount
 - o 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.

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In order to Gilf Aid your donation you must lick the relevant box(es) below.		
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Change your name or your home address. No longer pay sufficient tax on your income and/or capital	Telephone:	
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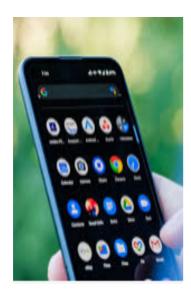
Online:

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

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
 - o Bank account number and sort code
 - o Donation amount, frequency and duration of Direct Debit
 - o Relief Chest number (E2027) into which your donation is to be made
 - o Details of your Lodge/Chapter
- Please note that calls will be recorded in accordance with Direct Debit & Gift Aid rules.

QR Code:



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



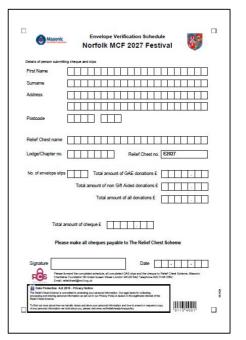
Gift Aid Envelope (GAE) Collections:

- 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
 - o Date
 - \circ $\,$ 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 "<u>The Relief</u> <u>Chest Scheme</u>" 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.

Gift Aid Sponsorship Collections:

- Please complete the event, personal and Relief Chest 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 "<u>The Relief Chest</u> <u>Scheme</u>" for the total amount
- Complete the Verification Schedule and send together with the completed Sponsorship form and cheque to the Relief Chest office.



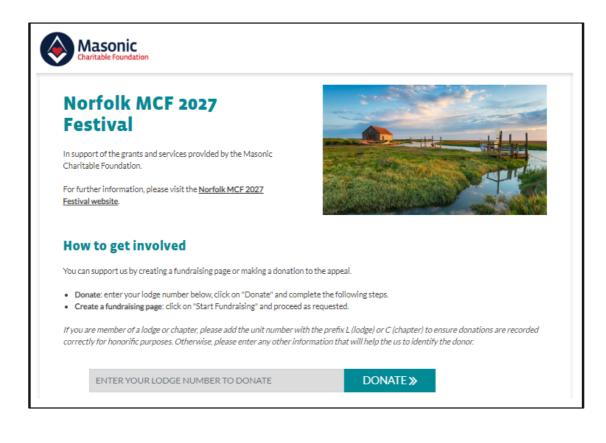




Online Sponsorship Pages:

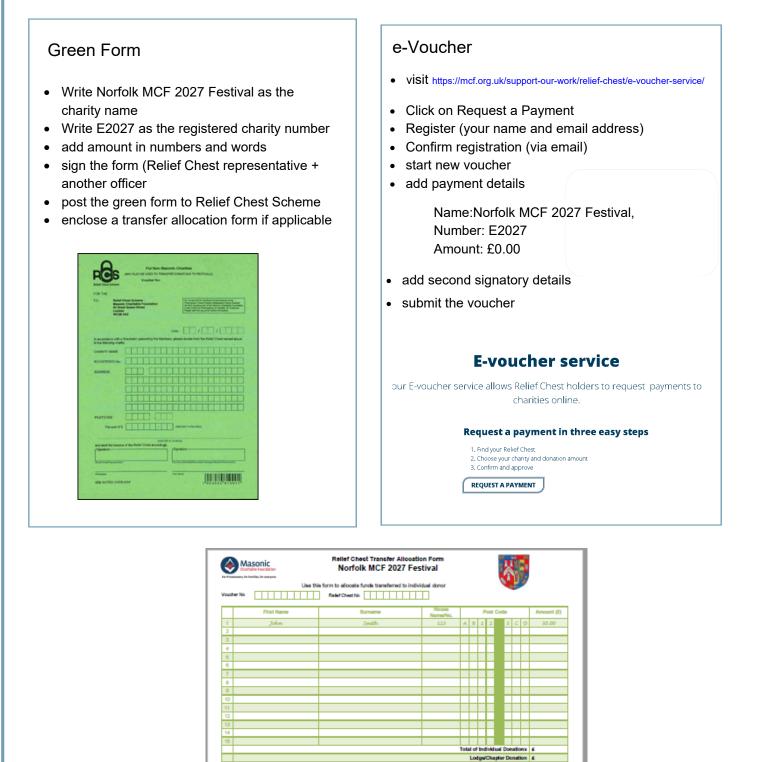
Individuals taking part in sponsored events for the Festival can create their own fundraising pages from the main Festival fundraising appeal page.

- Select "Create a fundraising page" at mcf.org.uk/festivals/norfolk
- ✓ 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.



Transferring funds from a Lodge/Chapter Relief Chest

Funds held in a Lodge Chest can be transferred to the Norfolk 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.



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Please return the completed Transfer allocation form to Relief Chest Scheme

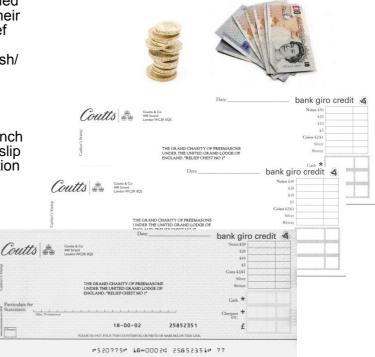
Lodge/Chapter Donations by cheque:

- ✓ Please ensure the cheque is made payable to "<u>The Relief Chest Scheme</u>"
- ✓ Complete a Miscellaneous Payment Form
- Write Lodge/Chapter name and number in the Description box
- ✓ Send the completed form and cheque to the Relief Chest office

Masonic	Miscellaneous Payment Form
An American Artistic, Incompt-	Please do NOT use this form for personal donations
Relief Chest Details-	
Relief Chest name	Norfolk MCF 2027 Festival
Relief Chest no.	Please send complete form and donation to: E2027 Relief Chest Stowne, Masoric Charable Foundation, 40 Great Queen Street, London WC38 5M2 Tel/203 1H4 3020 Email Refinetingtign co guits
Donation Details Please e Donation amount	ensure all cheques are made payable to The Relief Chest Scheme E Date Date
Description of donatio	ion (e.g. raffle collection, alms; for festival donations please enter Lodge name and number)
	is required Please note that receipts can only be issued to the fielded Chest Representative www. extRN: Proceeding Information Contract lasts for contexts, proceeding we

Local Banking Facility:

- The Lodge Charity Steward will be issued with 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



If you have any questions or need donation forms please contact the Relief Chest office 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