



**Masonic**  
Charitable Foundation

For Freemasons, for families, for everyone



# 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.

The form is titled "Single Donation Form Norfolk MCF 2027 Festival". It includes sections for Personal Details (First name, Last name, Address, Postcode), Donation Details (I enclose: a cheque or a charity voucher, Donation amount, Lodge/Chapter name, Lodge/Chapter no., Relief Chest no. E2027), and Gift Aid 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). It also has checkboxes for "On this donation only", "in the future", and "in the past 4 years".

## 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](http://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).

The form is titled "Credit/Debit Card Donation Form Norfolk MCF 2027 Festival". It includes sections for Card Details (Name as on card, Card no., CV2 no., Start Date (MMYY), Expiry Date (MMYY), Issue no.), Donation Details (Donation amount £, Relief Chest no. E2027, Lodge/Chapter name, Lodge/Chapter no., Signature), and Personal Details (First Name(s), Surname, Address, Postcode). It also includes a Gift Aid Declaration section with checkboxes for "On this donation only", "in the future", and "in the past 4 years".

## 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 image shows a 'Regular & Single Donation Form' for the Norfolk MCF 2027 Festival. The top part features logos for the Masonic Relief Chest Scheme, the Norfolk MCF 2027 Festival, and RGS. Below this is the 'Direct Debit' instruction form for 'The Freemasons' Grand Charity'. The form includes sections for 'Important Notes', 'Instruction to your Bank/Building Society to pay by Direct Debit', 'Gift Aid' declaration, and 'Personal Details'. There are handwritten notes and a signature on the form.

### Online:

- ✓ Set up a Direct Debit Instruction by visiting: [mcf.org.uk/festivals/norfolk](http://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
  - Bank account number and sort code
  - Donation amount, frequency and duration of Direct Debit
  - Relief Chest number (E2027) 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.

## 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
  - 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.

**Norfolk MCF 2027 Festival**

### 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. **E2027**  
 Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please read the notes on the reverse before you tick the relevant boxes!

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.231842) 3007080052016

**Envelope Verification Schedule**  
Norfolk MCF 2027 Festival

Details of person submitting cheque and slips

First Name \_\_\_\_\_  
 Surname \_\_\_\_\_  
 Address \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Relief Chest name \_\_\_\_\_  
 Lodge/Chapter no. \_\_\_\_\_ Relief Chest no. **E2027**

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 WC2R 3AZ Telephone: 020 3146 3352 Email: reliefchest@mcf.org.uk

**Data Protection Act 2018 - Privacy Notice**  
The Relief Chest Scheme is committed to protecting your personal information. Our legal basis for collecting, processing and sharing personal information is set out in our Privacy Policy in block 7 of the program notes of the Norfolk MCF 2027 Festival.  
 To find out more about how we handle, store and share your personal information and how to amend or request a copy of your personal information we hold about you, please visit www.mcfreliefchest.org.uk

## 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 “**The Relief Chest Scheme**” for the total amount
- ✓ Complete the Verification Schedule and send together with the completed Sponsorship form and cheque to the Relief Chest office.

**Norfolk MCF 2027 Festival**  
Sponsorship and Gift Aid Declaration Form

Event: \_\_\_\_\_ Event date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Participant's Full Name \_\_\_\_\_  
 Lodge/Chapter no. & name \_\_\_\_\_ Relief Chest no. **E2027**

Gift Aid Declaration: I have asked for the Relief Chest slip, I understand that I can claim Gift Aid on the amount of my donation in my responsibility to pay any difference. I understand the relief chest will issue 20% of the amount of my donation if I have given.

Remember: Full name + Home address + Postcode + Date + Signature

**Please ensure all cheques are made payable to Relief Chest Scheme**

Title	Sponsor's Full Name	Sponsor's Home Address (Please do not use work address)	Postcode	Gift	Amount	Total

**Norfolk MCF 2027 Festival Sponsorship Verification Form**

Event: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Details of person submitting sponsorship form and cheques(s):

Given Name(s): \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_

Lodge/Chapter no. \_\_\_\_\_  
 Lodge/Chapter name: \_\_\_\_\_  
 Relief Chest no. **E2027**

Number of sponsorship forms: \_\_\_\_\_ Number of cheques(s) being submitted: \_\_\_\_\_  
 Total amount of cheques: £ \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please forward the sponsorship forms, cheques and verification form to: Relief Chest Scheme, Masonic Charitable Foundation 60 Great Queen Street London WC2R 3AZ Telephone: 020 3146 3352 Email: reliefchest@mcf.org.uk

**Data Protection Act 2018 - Privacy Notice**  
The Relief Chest Scheme is committed to protecting your personal information. Our legal basis for collecting, processing and sharing personal information is set out in our Privacy Policy in block 7 of the program notes of the Norfolk MCF 2027 Festival.  
 To find out more about how we handle, store and share your personal information and how to amend or request a copy of your personal information we hold about you, please visit www.mcfreliefchest.org.uk

## 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](https://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.



### Norfolk MCF 2027 Festival

In support of the grants and services provided by the Masonic Charitable Foundation.

For further information, please visit the [Norfolk MCF 2027 Festival website](#).



### How to get involved

You can support us by creating a fundraising page or making a donation to the appeal.

- **Donate:** enter your lodge number below, click on "Donate" and complete the following steps.
- **Create a fundraising page:** click on "Start Fundraising" and proceed as requested.

*If you are member of a lodge or chapter, please add the unit number with the prefix L (lodge) or C (chapter) to ensure donations are recorded correctly for honorific purposes. Otherwise, please enter any other information that will help the us to identify the donor.*

ENTER YOUR LODGE NUMBER TO DONATE

**DONATE »**



# 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.

## Green Form

- Write Norfolk MCF 2027 Festival as the charity name
- Write E2027 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: Norfolk MCF 2027 Festival,  
Number: E2027  
Amount: £0.00

- add second signatory details
- submit the voucher

## 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](#)

	First Name	Surname	House Name/No.	Post Code	Amount (£)
1	John	Smith	223	A B C 2	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 return the completed Transfer allocation form to Relief Chest Scheme

## Lodge/Chapter Donations by cheque:

- ✓ Please ensure the cheque is made payable to "**The Relief Chest Scheme**"
- ✓ 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

## 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



Countts  
Countts & Co  
440 Strand  
London WC2R 0QS

THE GRAND CHARITY OF FREEMASONS  
UNDER THE UNITED GRAND LODGE OF  
ENGLAND, "RELIEF CHEST NO 1"

Date \_\_\_\_\_ bank giro credit

Notes £50	
£20	
£10	
£5	
Coins £2/£1	
Silver	
Bronze	
Cash *	
Cheques +	
etc.	
£	

Particulars for Statement (Max. 10 characters)

18-00-02 25852351

PLEASE DO NOT FOLD THIS COUNTERFOL OR WRITE OR MARK BELOW THIS LINE.

⑈ 5 20 7 7 5 ⑈ 1 8 0 0 0 2 ⑈ 2 5 8 5 2 3 5 1 ⑈ 7 7

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