



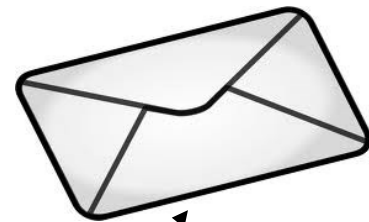
Sponsorship Guidance Notes

Enter the event and personal details

Cash donations collected can be paid into a bank account and a cheque written for the total amount



To qualify for gift aid tax relief, sponsorship form must be completed by the individual donors



Send all the cheques, the verification schedule and sponsorship forms to Relief Chest Scheme for processing donations

Complete the verification schedule for the entire sponsorship collection