

Charity Stewards' Guide




Somerset **2031** Festival

Relief Chest No: **E2031**

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.



Somerset 2031 Festival

Relief Chest No: E2031

 Regular & Single Donation Form


 Relief Chest Scheme Masonic Charitable Foundation | 60 Great Queen Street | London | WC2B 6AZ
 Telephone: 020 3146 3362 | Email: reliefchest@mcf.org.uk | Web: www.mcf.org.uk/reliefchest

Important Notes

- This form contains a Single/Regular Donation, QR Aid Declaration & Direct Debit Mandate and Guarantee. Please complete the relevant parts and pass it to your Relief Chest Representative.
- All donations for the Relief Chest under a Regular Donation have to be made by Direct Debit from a Bank or Building Society account in the United Kingdom. Bank Standing orders, cash and cheques cannot be accepted for a Regular Donation. The charity is authorised to collect only the stated amount specified on your form. It is not to be used for any other collection. Please inform the charity representative if you wish to make any other collection.
- You cannot be reclaimed unless the relevant box(es) of the QR Aid Declaration is/are ticked.
- If you pay Income Tax at the higher or additional rate and want to reclaim the additional tax relief due to you, you must include all your QR Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

For further information on QR Aid, please visit www.hmrc.gov.uk

Why not increase your donation by letting us reclaim your tax?

If you QR Aid your donation, we can reclaim 25p of tax on every £1 you give.

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Data Protection Act 1998 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 UK and EU GDPR legislation when handling your personal data. Our legislation for collecting, processing and sharing personal information is set out in our Privacy Policy in 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 opt out or request a copy of any personal information we hold about you, please visit reliefchest.org.uk/reliefchest/privacy-policy

The Freemasons' Grand Charity

 Registered Charity No. 1049420

Instruction to your Bank/Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send to the Freemasons' Grand Charity, 60 Great Queen Street, London WC2B 6AZ. Please send full postal address of your bank or building society.

To: The Manager, Building Society

Address: _____

Postcode: _____

Branch and code: _____

Sort code: _____

Account number: _____

Direct Debit details: _____

Amount: _____

Frequency: _____

Start date: _____

End date: _____

Regular Donations into the Somerset 2031 Festival

I promise to pay you the sum of £ _____

every Month Year Quarterly Half Yearly

Payments are to start on _____

(This can be made a direct credit to the account of the Relief Chest and will be used for the Relief Chest's purposes.)

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of QR Aid claimed on all my donations in that tax year I am responsible to pay any difference.

QR Aid

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of QR Aid claimed on all my donations in that tax year I am responsible to pay any difference.

DECLARATION

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of QR Aid claimed on all my donations in that tax year I am responsible to pay any difference.

Personal Details:

Please enter your name and address in FULL using BLOCK CAPITALS.

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Dr ☐ Other (.....)

Surname: _____

Forename(s): _____

Address: _____

Postcode: _____

Telephone: _____

Email: _____

Signature: _____

Date: _____

Online:

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

Quick link:



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 (**E2031**) 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.

The form is titled 'Single Donation Form' and 'Somerset 2031 Festival'. It includes sections for Personal Details (First name, Last name, Address, Postcode, Email), Donation Details (I enclose: a cheque or a charity voucher, Donation amount, Lodge/Chapter name, Lodge/Chapter no., Relief Chest No. E2031), and Gift Aid Declaration. The declaration states that the donor is a UK taxpayer and understands that if they pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed, it is their responsibility to pay any difference. It also includes a section for the donor to indicate if they wish for tax to be reclaimed, please tick here, and a date field.

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/somerset
- ✓ **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' and 'Somerset 2031 Festival'. It includes sections for Card Details (Name as on card, Card no., CV2 no., Start Date (MM/YY), Expiry Date (MM/YY), Issue no.), Donation Details (Donation amount £, Relief Chest no. E2031, Lodge/Chapter name, Lodge/Chapter no., Signature), and Personal Details (First Name(s), Surname, Address, Postcode, Email). It also includes a Gift Aid Declaration section, similar to the one in the Single Donation Form, and a section for the donor to indicate if they wish for tax to be reclaimed, please tick here, and a date field.

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.

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

South Wales 2032 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 **SW2032**

Thank you for your generosity

Somerset 2031 Festival

Envelope Verification Schedule

Details of person submitting cheque and slips

First Name

Surname

Address

Postcode

Relief Chest name

Lodge/Chapter no. Relief Chest no. E2031

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 £

Bank transfer details:
Date of transfer:
Amount:

Account Name: The Relief Chest Scheme Account Number: 02585235
Sort code: 16-00-02 Ref: E2031/L1234/GAE

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 Tel: 020 3146 3352

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 GDPR and UK GDPR legislation when handling your personal data. Our legal basis for collecting, processing and storing 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, store and share your personal information and how to amend or request a copy of any personal information we hold about you, please visit <https://mcf.org.uk/privacy-policy/relief-chest-privacy-policy/>

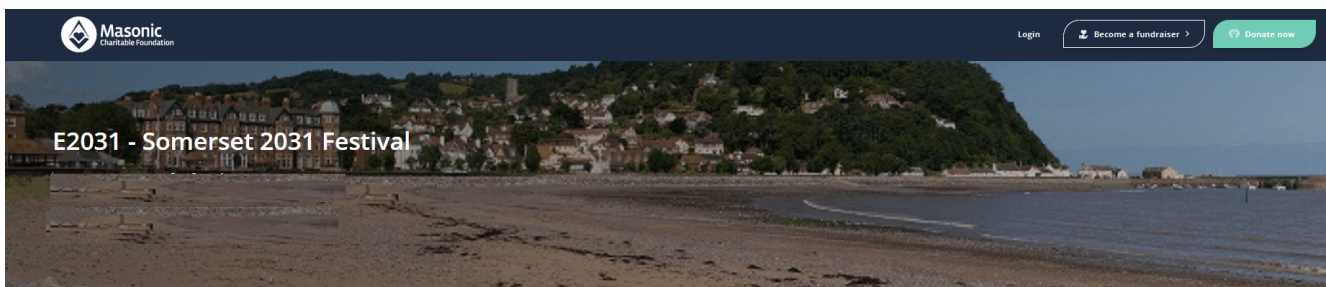
Gift Aid Envelope Guidance Notes

1. The tear-off slip on the Gift Aid Envelope must be completed by the donor and then put inside the envelope with the cash or cheque donation.
If the donor wants the donation to be Gift Aided and does not have a previous declaration they must complete the envelope themselves, ensuring that the following sections are completed in the same ink:
 - First name and surname
 - House name or number and postcode
 - Amount of donation
 - Date of donation
 - Tick the relevant box
2. The Relief Chest Representative and/or Treasurer (preferably both together) count the contents from each envelope and make sure that it agrees with the amount entered on the tear-off slip.
3. The money is banked into the Lodge/Chapter bank account and the Envelope Verification Schedule is completed.
4. The Relief Chest Representative or Treasurer can then either:
 - Draw a cheque made payable to "Relief Chest Scheme" for the total amount.
 - Make a BACS payment for the total amount to: Account name: The Relief Chest Scheme Account Number: 02585235 Sort Code: 16-00-02
5. The cheque (if applicable), envelope verification schedule and all the tear-off slips are sent to:
Relief Chest Scheme| Masonic Charitable Foundation
60 Great Queen Street| London | WC2B 5AZ
Tel: 020 3146 3352 | Email: reliefchest@mcf.org.uk

Online Fundraising/ 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/somerset
- ✓ 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

Somerset 2031 Festival 

Digital Donations

To make a donation, scan the below QR code

Somerset 2031 Festival
E2031

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

<https://gtap.uk/e2031>



OR

click the below URL

<https://gtap.uk/e2031>

Transferring funds from a Lodge/Chapter Relief Chest

Funds held in a Lodge Chest can be transferred to the South Wales 2032 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 **Somerset 2031 Festival** as the charity name
- Write **E2031** 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:** Somerset 2031 Festival
 - Relief Chest Number:** E2031
 - 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


Relief Chest Transfer Allocation Form
Somerset 2031 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 (£)
1	John	Smith	123	A B 1 2 3 C D	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 3148 3352 Email: reliefchest@mcf.org.uk

Data Protection Act 2018 and the UK GDPR (General Data Protection Regulation) - Privacy Notice
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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.mcfreliefchest.org.uk/privacy-policy








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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

<div style="display: flex; justify-content: space-between; align-items: center;"><div style="text-align: left;"><p>Masonic Charities</p></div><div style="text-align: center;"><h2>Miscellaneous Payment Form</h2></div><div style="text-align: right;"></div></div> <p style="text-align: center; margin-top: 10px;">Please do NOT use this form for personal donations</p>	
Relief Chest Details	
Relief Chest name	<div style="border: 1px solid black; padding: 2px;">Somerset 2031 Festival</div>
Relief Chest no.	<div style="border: 1px solid black; padding: 2px;">E2031</div>
<div style="margin-left: 100px;">Please send completed form and donation to: Relief Chest Scheme, Masonic Charity Foundation, 69 Great Queen Street, London WC2B 6AQ. Tel: 020 3148 3362 Email: reliefchest@mcnf.org.uk</div>	
Donation Details	
Please ensure all cheques are made payable to The Relief Chest Scheme	
Donation amount: £	<div style="border-bottom: 1px solid black; width: 150px;"></div>
Date	<div style="border-bottom: 1px solid black; width: 150px;"></div>
Description of donation (please enter Lodge name and number and other info e.g. L1234/Raffle)	
Receipt Details	
Please tick if a receipt is required <input type="checkbox"/> Please note that receipts can only be issued to the Relief Chest Representative. <small>4027</small>	
<p>Data Protection Act 1998 and the UK GDPR (General Data Protection Regulation) - Privacy Notice</p> <p>The Relief Chest Scheme is committed to protecting your personal information. This website is fully compliant with GDPR and UK GDPR legislation when handling your personal data. Our legal basis for collecting, processing any sharing information is set out in our Privacy Policy. To learn more visit our website: https://www.mcnf.org.uk/privacy-policy/</p> <p>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://www.mcnf.org.uk/policies-and-terms/privacy-policy/</p>	
<div style="display: flex; align-items: center; justify-content: flex-end;"><div style="margin-left: 20px;"><div style="margin-left: 10px;">1774670410401</div></div></div>	

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



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slip
tion

Cashier's Stamp

Coutts

Coutts & Co
440 Strand
London WC2R 0QS

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

Date

18-00-02

25852351

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

£ 520775 £ 18-00-02 25852351 £ 77

Date

bank giro credit

Notes £50
£20
£10
£5

Coins £241
Silver
Bronze

Cash *

bank giro credit

Notes £50
£20
£10
£5

Coins £281
Silver
Bronze

bank giro credit

Notes £50
£20
£10
£5

Coins £281
Silver
Bronze

Cash *

Cheques
£10

£

Particulars for
Statement

(Max. 18 characters)

Customer's Stamp

Signature

Making payments by Bank Transfer:

- ✓ **Account Name:** The Relief Chest Scheme
- ✓ **Account Number:** 02585235
- ✓ **Sort Code:** 18-00-02
- ✓ **Ref:** **E2031**/Your Lodge No/name

Downloading donation forms and guidance

mcf.org.uk/festivals/somerset

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 and 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