



## MCF 2027 FESTIVAL TOOLKIT

### TK08 - FESTIVAL CHEQUE PRESENTATION DURING OFFICIAL VISITS

The procedure for presenting cheque is outlined in Provincial Bulletin #26 issued 22<sup>nd</sup> October 2021, which is reproduced below.

#### ***Provincial Bulletin #26***

*If your lodge or any other Masonic "Unit" is considering making a single donation to the MCF 2027 Festival Appeal, for example presenting a cheque to a VIP on an Official Visit, it is suggested that the following method be used:*

*The cheque MUST be made payable to "The Relief Chest Scheme" and sent to the Relief Chest, along with a Miscellaneous Payment Form which is very straightforward to complete, has all the address details and can be found at [https://prismic-io.s3.amazonaws.com/reliefchestscheme/d8bcfdac-c3cd-4a11-9261-00e3cf3e8b4a\\_Miscellaneous+Form+Mar2021.pdf](https://prismic-io.s3.amazonaws.com/reliefchestscheme/d8bcfdac-c3cd-4a11-9261-00e3cf3e8b4a_Miscellaneous+Form+Mar2021.pdf)*

*Your Lodge may wish to present a "Dummy" Cheque and deal with the form and mailing after the meeting. Or just ensure that the VIP returns the real cheque to the Lodge for them to deal with as above. Whichever method is chosen the Lodge must deal with it and not the VIP.*

#### **KEY POINTS**

Before the meeting please check with the Provincial Grand Director of Ceremonies, Deputy GDC or Assistant GDC that the VIP is aware a cheque is being presented. Arrange with him where (temple or Festive Board) and when the presentation will be made. Also agree if a photo will be taken.

The cheque must be made payable to "THE RELIEF CHEST SCHEME" or it cannot be cashed and will be returned to the lodge.

Please check the Miscellaneous Payment Form has been properly completed especially that the **lodge number** and **lodge name** have been included in the Description section or your lodge honorifics may not be credited with the donation. A copy of the form is shown below

It is the lodge's responsibility to send the form and cheque should to

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

The cheques are normally processed within a week of being received at the MCF, subject to the bank processing time.

The donation is then credited to the lodge's honorifics. Due to the way the reports are produced, this may not appear on the lodge total for up to 2 months. If the donation does not appear to have been credited please query this in the first instance with your Area Festival Chairman.



# Miscellaneous Payment Form



Please do **NOT** use this form for personal donations

## Relief Chest Details

Relief Chest name

Relief Chest no.

Please send completed form and donation to:  
Relief Chest Scheme, Masonic Charitable Foundation,  
60 Great Queen Street, London WC2B 5AZ  
Tel:020 3146 3352 Email:reliefchest@mcf.org.uk

## Donation Details

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

Donation amount: £

Date

Description of donation (e.g. raffle collection, alms; for festival donations please enter Lodge name and number)

## Receipt Details

Please tick if a receipt is required  Please note that receipts can only be issued to the Relief Chest Representative. MAR21

### 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/reliefchest/privacypolicy](http://www.mcf/reliefchest/privacypolicy)



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