



MCF 2027 FESTIVAL TOOLKIT

TK09 - GIFT AID ENVELOPES

Gift Aid Envelopes are one of the most effective ways for brethren to make small regular donations which rapidly mount up to a sizeable amount. To date, 75% of the donations received have been made by Gift Aid Envelopes

Gift Aid Envelopes are an easy way for brethren to make small donations with minimal administrative effort on the lodge's part

Gift Aid Envelopes are available from the Area Festival Chairmen or Centre Champions and in many locations through the Lodge Visiting Officer. In many halls they are left behind the bar or in a convenient location near the dining hall or Temple.

Allocation to Honorifics

When payment has been received by the MCF the amount is credited to the lodge honorifics. Received means the cheque or BACS transaction funds have been cleared into the MCF Bank account.

The individual donation amounts are credited to the honorifics of the member when the monies have been received and the Gift Aid envelope slips have been received and processed.

For a brother's honorifics to be properly credited he needs to have been uniquely identified which is a four point match on the following data items

- i) Family Name
- ii) Given Name
- iii) House Name or Number
- iv) Postcode

If all four of these are not a complete unique match, his honorifics will not be automatically credited and manual intervention will be required. This can take up to two months to achieve due to processing times.

Please encourage your brethren to give their full Family and Given names which will help greatly. Whilst his brethren may know, the system is not clever enough to know that "Smudge Smith" is in fact Bro Anthony Reginald Buchanan-Smythe.

Some Suggested Good practice

- Ensure you have the MCF2027 Festival envelopes ready to distribute.
- Place an envelope at each place setting of the Festive Board where it is readily seen
- Announce during the course of the evening that they will be collected before the end of the Festive Board

- Collect them in person **before** brethren leave the table as this often prompts them to make a donation. **ALWAYS** check the table before the tablecloths are removed
- Meet with the Lodge Treasurer to open the envelopes and count the donations
- Get a cheque from the Lodge Treasurer for the total amount. The cheque should be made payable to **“The Relief Chest Scheme”** Alternatively payment can be made by BACS to the following account:

Account Name: Relief Chest Scheme

Account number: 02585235

Sort code: 18-00-02

Ref: MCF2027/Lnnnn + GAE collection or Lodge Donation etc

- Complete the Gift Aid Form (copy below) which can be obtained from the website <https://donate.givetap.co.uk/f/masonic-charitable-foundation/mcf2027-hampshire-isle-of-wight-2027-festival>
- Please be particularly careful to ensure
 - a) The Gift Aid Envelope slip has the brother’s name, house name or number and postcode
 - b) It is clearly indicated whether the brother’s donation is eligible for Gift Aid Tax Relief
- Send the completed form, the Gift Aid Envelope Slips and the cheque to

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

Hampshire & Isle of Wight 2027 Festival

GIFT AID ENVELOPE SCHEME


For Freemasons, for families, for everyone


MAKING A DIFFERENCE

Hampshire & Isle of Wight 2027 Festival

 **Relief Chest Scheme**
Masonic Charitable Foundation
60 Great Queen Street London WC2B 5AZ
telephone 020 3146 3352
email: reliefchest@mcf.org.uk web: mcf.org.uk/reliefchest

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 Charly-Registered
Charity No.281942)


3007080052016

Ver:MAR21

Gift Aid

Boost your donation by 25p of Gift Aid for every £1 you donate

If you are a UK tax payer, under the Government's Gift Aid Scheme, the Relief Chest Scheme (The Grand Charity - Registered Charity No.281942) can reclaim the tax you have already paid on your donation and add it to the value of your gift.

Gift Aid is reclaimed by the Charity from the tax you pay for the current tax year.
Your address is needed to identify you as a current UK taxpayer

Declaration

I am a UK taxpayer and understand that if I pay less 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.

In order to Gift Aid your donation you must tick the relevant box(es) overleaf

Please notify us if you:

- Want to cancel your declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains.

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

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 preprinted

5. Tear off the slip and pop it in the envelope with your donation

Thank You

Please complete this slip in BLOCK capitals and place in the envelope with your donation

First Name in full
J o h n

Surname
S m i t h

House Name or No. 123 Any Street

Address

Post Code A B 1 2 3 C D Donation £ 10 - 00

Lodge or Chapter No. L 7 2 3 4 Relief Chest No.

Date 0 1 / 0 1 / 2 0 1 6

THE FREEMASONS' GRAND CHARITY
Registered Charity No. 261942

3007080052016

Please read the notes on the back of the slip 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

Important Notes

Donor must write their first name in full, surname, house name or number, post code and address on the back of the slip. The donor must also tick the relevant box(es) on the back of the slip. If the donor does not do this, the Gift Aid will not be able to be claimed.

Gift Aid

Boost your donation by 25p of Gift Aid for every £1 you donate. If you are a UK tax payer, under the Government's Gift Aid Scheme, The Freemasons' Grand Charity can reclaim the tax you have already paid on your donation and add it to the value of your gift. Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

Declaration

I am a UK taxpayer and understand that if I pay less 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. In order to Gift Aid your donation you must tick the relevant box(es) overleaf.

Please notify The Freemasons' Grand Charity if you:

- Want to cancel your declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains.

Please tick the relevant box(es):

I want tax relief due to or ask HM Revenue and Customs to reclaim the tax on my donation

I want to tick the declaration surname, house name or number to identify the donor

I want my donation to be stored by the Relief Chest in accordance with the Data Protection Act 1998 details may be found on our website

5. Tear off the slip and pop it in the envelope with your donation



Thank you for your generosity



Hampshire & Isle of Wight 2027

Festival 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 Lodge Charity Steward 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.

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 / /

The Relief Chest Scheme of The Grand Charity (Registered Charity No 281942) 3007080052016

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



Envelope Verification Schedule
 Hampshire & Isle of Wight 2027 Festival

Details of person submitting cheque and slips

First Name

Surname

Address

Postcode

Relief Chest name

Lodge/Chapter no. Relief Chest no.

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 WC2B 5AQ Telephone 020 5148 3302 Email: reliefchest@mcf.org.uk

Data Protection Act 2018 and the UK GDPR (General Data Protection Regulation) - Privacy Notice
 The Relief Chest Scheme is committed to providing 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 holding 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 www.mcfreliefchest.org.uk

3. The money is banked into
 - the Lodge bank account or
 - pay directly into Relief Chest bank account via a local NatWest branch using special paying in book provided
4. If banked in Lodge account, draw a cheque made
5. payable to "Relief Chest Scheme " for the total amount.
6. Complete a Envelope Verification Schedule.
7. Send
 - the cheque or the duplicate paying in slip
 - envelope verification schedule
 - all the Gift Aid Envelope tear-off slips to Relief Chest Scheme,