

# Charity Stewards' Guide



## Sussex MCF 2028 Festival

**Relief Chest No: MCF2028**

# Guide for Charity Stewards



## Donating to the Sussex 2028 Festival

The Sussex 2028 Festival will introduce a new method of donating. For each Festival, the Masonic Charitable Foundation (MCF) creates a Festival Relief Chest. For the Sussex 2028 Festival this is named MCF2028.

This Relief Chest is owned and managed by MCF. It should not be confused with a Lodge Relief Chest or a Personal Relief Chest.

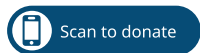
All Sussex members wishing to make a regular donation to the Sussex 2028 Festival will need to complete a Direct Debit mandate either manually on a form, or online. Payments can start from 1st September 2022. For efficiency, performance and workload reasons MCF limit payment days to the 1st or 11th of the month if setting up the DD mandate online, or just 11th of the month if using the paper mandate form.

## The Role of the Charity Steward

Moving into the Sussex 2028 Festival and the change in the method of donating is a great opportunity for the Lodge Charity Steward to contact every member of his Lodge for a chat and to review their regular donations. He should be armed with a paper Direct Debit form and, if possible, an electronic device for accessing the online form.

Copies of the Direct Debit form will be distributed by the Sussex 2028 Festival Area Committees, containing guidelines as to their completion. Online donations can be made using the QR code below or via this

[link](#)



Because the donations will be made directly into the Festival Relief Chest there will no longer be a requirement for Lodge Charity Stewards to make their quarterly returns to the Provincial Office. MCF manage the Chest and will provide regular reporting on donations to the Province. Reports will be made available to Lodge Charity Stewards showing who has donated and how much, who has qualified for Jewels, etc.

There will be the initial requirement for the Charity Steward to ensure he contacts each member to encourage them to sign up to regular donations. But that is a one-off process that will not need to be re-addressed for another 5 years when the Festival ends. Not having to complete quarterly returns will drastically reduce the workload of the Charity Steward, freeing him to perform other charity related activities rather than administration.

## Jewels and Badges

Individual members will be able to qualify to become a Festival Steward, Patron and Grand Patron. If they commit to donating the relevant amounts via the Direct Debit process, or make a one-off donation, they will immediately qualify and be entitled to wear the Festival Jewel. The base Festival Jewel will be awarded for committing to or attaining the Steward target, with a Patron or Grand Patron Bar being issued to clip to the ribbon when they commit to or attain the Patron and/or Grand Patron target. Jewels and Bars will be issued free of charge.

The individual member targets are (exclusive of Gift Aid):

<b>Steward</b>	<b>£600</b>	(based on £10 per month for 5 years)
<b>Patron</b>	<b>£1,200</b>	(based on £20 per month for 5 years)
<b>Grand Patron</b>	<b>£1,800</b>	(based on £30 per month for 5 years)

Pro rata targets will be set for new members who join the Province part way through the festival period.

Lodge targets will also be set based on their membership number as of 01/09/2022, as follows:

<b>Silver</b>	<b>100% of (number of members x £600)</b>
<b>Gold</b>	<b>150% of (number of members x £600)</b>
<b>Platinum</b>	<b>200% of (number of members x £600)</b>

For example, if a Lodge has 30 members as at 01/09/2022 their target will be £18,000 for Silver, £27,000 for Gold and £36,000 for Platinum.

Lodges will also be set targets for becoming Patron and Grand Patron of the Festival as follows:

<b>Patron</b>	<b>£100 times the number of members</b>
<b>Grand Patron</b>	<b>£200 times the number of members</b>

For example, if a Lodge has 30 members as at 01/09/2022 their target will be £3,000 for Patron and £6,000 for Grand Patron.

Lodges will be presented with the appropriate badge to be worn on the Lodge Charity Steward's collar. Lodges will also be 'rewarded' if they have 100% of their members donating to the festival.



**Gary Sivers**

Secretary  
Sussex 2028 Festival

M: 07966 265680

E: gary.sivers@sussexmasons.org.uk



[sussexmasons.org.uk](https://www.sussexmasons.org.uk)

## 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.



**Important Notes:**

**The Freemasons' Grand Charity** Instruction to your Bank/Building Society to pay by Direct Debit

Please pay The Grand Order of the United Grand Lodge of England Direct Debit from the account detailed below and authorise us to debit the account as authorised by the Direct Debit Guarantee. I understand that this instruction may remain with the Grand Charity of the United Grand Lodge of England and it is possible that I may be asked to provide evidence to my bank/building society.

**Gift Aid** Based on your donation by Direct Debit for every £1 you donate I will get 12p (12.5%) extra for the relief chest. I will pay for this extra 12p (12.5%) myself. I will get 12p (12.5%) extra for the relief chest. I will pay for this extra 12p (12.5%) myself. I will get 12p (12.5%) extra for the relief chest. I will pay for this extra 12p (12.5%) myself.

**Personal Details:** Please enter your name and address in FULL using BLOCK CAPITALS.

Name:  Mr  Mrs  Miss  Dr  Other:

Postcode:

Address:

Telephone:

Signature:

Date:  /  /

### Online:

- ✓ Set up a Direct Debit Instruction by visiting: [mcf.org.uk/festivals/sussex](http://mcf.org.uk/festivals/sussex)

### 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 (MCF2028) 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.

## 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/sussex](http://mcf.org.uk/festivals/sussex)
- ✓ **Telephone:** Donations can be made by calling **020 3959 2807** (open Monday-Thursday 9.30am-4.30pm, Friday 9.30am-3.30pm).

# 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.



## Sussex MCF 2028 Festival Relief Chest No: MCF2028

**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  
Lodge or Chapter No.  
Date

Donation £ -  
Relief Chest No. **MCF2028**

Please read the notes on the back before you tick the relevant boxes.  
Please tick (✓) 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. 281942) 300700052016

g.uk/reliefchest

**Envelope Verification Schedule**  
Sussex MCF 2028 Festival

Details of person submitting cheque and slip

First Name  
Surname  
Address  
Postcode  
Relief Chest name  
Lodge/Chapter no.  
Relief Chest no. **MCF2028**

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 5AZ Telephone 020 7446 1502 Email: [reliefchest@mcg.org](mailto:reliefchest@mcg.org)

Date Precedent Act 2016 and the UK GDPR General Data Protection Regulation Privacy Notice  
The Relief Chest Scheme is a registered charity and is subject to the provisions of the Data Protection Act 2018 and the UK GDPR. We will only process your personal information in accordance with the provisions of the Data Protection Act 2018 and the UK GDPR. We will only process your personal information in accordance with the provisions of the Data Protection Act 2018 and the UK GDPR. We will only process your personal information in accordance with the provisions of the Data Protection Act 2018 and the UK GDPR.

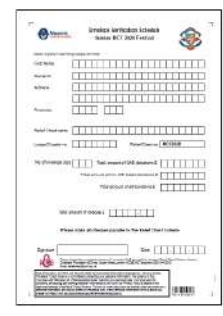
**Sussex MCF 2028 Festival**

### Gift Aid Envelope Guidance Notes

- 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
- 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.

- 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
- If banked in Lodge account, draw a cheque made payable to "Relief Chest Scheme" for the total amount.
- Complete a Envelope Verification Schedule.
- Send
  - the cheque or the duplicate paying in slip
  - envelope verification schedule
  - all the Gift Aid Envelope tear-off slips to Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 5AZ





**Sussex MCF 2028 Festival**

### Completing a Gift Aid Envelope

Please remember to complete all steps to ensure your gift reaches its maximum potential.


- Write your full name and address including post code
- Enter your Lodge/Chapter number
- Remember to write the date and amount of your donation
- 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
- The Relief Chest number is preprinted
- Tear off the slip and pop it in the envelope with your donation

Thank you for your generosity

# Gift Aid Sponsorship Donation forms:

- ✓ Please complete details
  1. the event
  2. personal
  3. Lodge name and number 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**” or a bank transfer for the total amount
- ✓ Complete the Verification Schedule and send together with the completed Sponsorship form and cheque to the Relief Chest office.


**Sussex MCF 2028 Festival**  
 Sponsorship and Gift Aid Declaration Form

Event: \_\_\_\_\_ Event date: / /

Participant Full Name: \_\_\_\_\_

Lodge/Chapter no. & name: \_\_\_\_\_ Relief Chest no. MCF2028

**Gift Aid Declaration**  
 I am making this donation to the Relief Chest Scheme in full payment of my obligation as a member of the Relief Chest Scheme. This Relief Chest Scheme is registered with HMRC as a charity and is eligible for Gift Aid. I understand that I can claim back 25% extra on the amount of my donation. I am aware that if I do not give my correct details, I may not be able to claim back the extra 25%.

**Remember:** Full name + Home address + Postcode + ✓ + Date + / /

**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	Date Paid	Amount	Gift Aid %

Total amount of cheques: £ \_\_\_\_\_  
 Total amount of Gift Aid: £ \_\_\_\_\_


**Gift Aid Declaration**  
 I understand that HMRC will require the name of the donor who has made the donation. I understand that I am responsible for providing HMRC with my correct details. I understand that I am responsible for providing HMRC with my correct details. I understand that I am responsible for providing HMRC with my correct details.

**Gift Aid Declaration**  
 I understand that HMRC will require the name of the donor who has made the donation. I understand that I am responsible for providing HMRC with my correct details. I understand that I am responsible for providing HMRC with my correct details. I understand that I am responsible for providing HMRC with my correct details.


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


**Donating into a Relief Chest Sponsorship Guidance Notes**  
 For Freemasons, for families, for everyone


1. Please complete the event personal and Relief Chest information




3. Raised cash should be collected and a cheque written for the total amount




2. The sponsorship forms should be completed by the individual donors




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





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

MARCH2021


**Sussex MCF 2028 Festival**  
 Sponsorship Verification Form

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

Details of person submitting sponsorship form and cheques:

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

Lodge/Chapter no.: \_\_\_\_\_  
 Lodge/Chapter name: \_\_\_\_\_  
 Relief Chest no.: **MCF2028**

Number of sponsorship form(s):  Number of cheque(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 WC2B 5AZ Telephone: 020 3146 3352 Email: reliefchest@mcf.org.uk

**Gift Aid Declaration**  
 I understand that HMRC will require the name of the donor who has made the donation. I understand that I am responsible for providing HMRC with my correct details. I understand that I am responsible for providing HMRC with my correct details. I understand that I am responsible for providing HMRC with my correct details.

**Gift Aid Declaration**  
 I understand that HMRC will require the name of the donor who has made the donation. I understand that I am responsible for providing HMRC with my correct details. I understand that I am responsible for providing HMRC with my correct details. I understand that I am responsible for providing HMRC with my correct details.

Please send this form to: Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 5AZ Tel: 020 3146 3352 Email: reliefchest@mcf.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/sussex](https://mcf.org.uk/festivals/sussex)
- ✓ 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.

MCF2028 




## Sussex 2028 Festival

In support of the grants and services provided by the Masonic Charitable Foundation, the Sussex 2028 Festival Appeal will launch soon.

DONATEFUNDRAISESUPPORT FUNDRAISERSMORE INFO

### Sussex MCF 2028 Festival

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



#### 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.

DONATE »

## 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

Sussex MCF 2028 Festival  
MCF2028

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

<https://gtap.uk/mcf2028>



QR donations can be made using the link below and following the same steps above.

<https://gtap.uk/mcf2028>



# Transferring funds from a Lodge/Chapter Relief Chest

Funds held in a Lodge Chest can be transferred to the Sussex 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 Sussex MCF 2028 Festival as the charity name
- Write MCF2028 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: Sussex MCF 2028 Festival  
 Number: MCF2028  
 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](#)



**Relief Chest Transfer Allocation Form**  
**Sussex MCF 2028 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 6AZ.  
 Telephone 020 3 148 3352. 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 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.mcfreliefchestprivacypolicy](http://www.mcfreliefchestprivacypolicy)




MAR21

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

## 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



## **Making payments by Bank Transfer:**

- ✓ **Account Name:** The Relief Chest Scheme
- ✓ **Account Number:** 02585235
- ✓ **Sort Code:** 18-00-02
- ✓ **Ref:** **MCF2028/Your Lodge No/name**

## **Downloading donation forms and guidance**

<https://fundraising.mcf.org.uk/Festival-MCF2028/>

### **Relief Chest Scheme contact details:**

**Queries on;**

**Regular donations/Direct debit :** Bridget Gialanze - bgialanze@mcf.org.uk - 020 3146 3345

**QR/Chque or online donations:** Jack Coventry jcoventry@mcf.org.uk - 020 3146 3349

**Credit/Debit card donations:** Ashraf Muvavu amuvavu@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