



Masonic
Charitable Foundation

For Freemasons, for families, for everyone



Relief Chest Scheme

Charity Stewards' Guide



Surrey 2030 Festival
Relief Chest No: MCF2030

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.

The image shows a composite of two forms. The top form is a 'Direct Debit' instruction form from 'The Freemasons' Grand Charity'. It includes sections for 'Important Notes', 'Instruction to your Bank/Building Society', 'Donor Details', and 'Personal Details'. The bottom form is a 'Gift Aid' declaration form, which includes a 'Declaration' section and a 'Gift Aid' declaration section with a barcode and a date field.

Online:

- ✓ Set up a Direct Debit Instruction by visiting: mcf.org.uk/Surrey2030

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 (MCF2030) 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.

[illegible]

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/Surrey2030
- ✓ **Telephone:** Donations can be made by calling **020 3959 2807** (open Monday-Thursday 9.30am-4.30pm, Friday 9.30am-3.30pm).



Masonic
Charitable Foundation

Surrey 2020 Festival

Credit/Debit Card Donation Form



We accept donations by Mastercard, Visa, Visa Debit and Maestro

Card Details

Name as on card

Card no. Expiry Date (MM/YY)

CV2 no. Start Date (MM/YY) Issue no.

Donation Details

Donation amount £ Relief Chest no. MCF 2020

Lodge/Chapter name

Lodge/Chapter no.

Signature

Personal Details

First Name(s)

Surname

Address

Postcode Telephone

Email

Gift Aid Declaration

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

I am a UK tax payer, under the Government's Gift Aid scheme, the Relief Chest Scheme (The Grand Charity registered charity number 281342) before the tax you have already paid on your donation and add it to the value of the Gift Aid is reclaimed by the charity from the tax you pay for the current tax year.

Please read the details below to confirm you tick the relevant box(es) and date the form.

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

Please make that all my donations in that tax year, at whatever gift amounts I may make:

On this donation only ☐ in future too ☐ in the past 4 years ☐

If you do not wish for tax to be reclaimed, please tick here: ☐

Signature Date

Please notify us if you want to cancel this declaration, change your name or home address or no longer pay sufficient tax on your income and/or capital gains.

Send this completed form to: Relief Chest Scheme, Masonic Charitable Foundation, 60 Great Queen Street, London WC2B 2AZ. Tel: 020 7414 3352 Email: reliefchest@mcf.org.uk

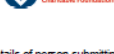
Data Protection Act 2018 and the UK GDPR (General Data Protection Regulation) - Privacy Notice

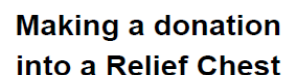
The Relief Chest Scheme is committed to protecting your personal information. The scheme is fully compliant to GDPR, and we have a privacy policy which details how we handle your personal data. Our legal basis for collecting, processing and sharing personal information is set out in our Privacy Policy. You should be the ultimate interest of the Relief Chest Scheme.

To find out more about how we handle, share and store your personal information and how to, in limited or request a copy of any personal information we hold about you, please visit <https://reliefchest.org.uk/reliefchest/privacy-policy/>

2020-2021
 2021-2022
 2022-2023
 2023-2024
 2024-2025
 2025-2026
 2026-2027
 2027-2028
 2028-2029
 2029-2030
 2030-2031
 2031-2032
 2032-2033
 2033-2034
 2034-2035
 2035-2036
 2036-2037
 2037-2038
 2038-2039
 2039-2040
 2040-2041
 2041-2042
 2042-2043
 2043-2044
 2044-2045
 2045-2046
 2046-2047
 2047-2048
 2048-2049
 2049-2050
 2050-2051
 2051-2052
 2052-2053
 2053-2054
 2054-2055
 2055-2056
 2056-2057
 2057-2058
 2058-2059
 2059-2060
 2060-2061
 2061-2062
 2062-2063
 2063-2064
 2064-2065
 2065-2066
 2066-2067
 2067-2068
 2068-2069
 2069-2070
 2070-2071
 2071-2072
 2072-2073
 2073-2074
 2074-2075
 2075-2076
 2076-2077
 2077-2078
 2078-2079
 2079-2080
 2080-2081
 2081-2082
 2082-2083
 2083-2084
 2084-2085
 2085-2086
 2086-2087
 2087-2088
 2088-2089
 2089-2090
 2090-2091
 2091-2092
 2092-2093
 2093-2094
 2094-2095
 2095-2096
 2096-2097
 2097-2098
 2098-2099
 2099-2100
 2100-2101
 2101-2102
 2102-2103
 2103-2104
 2104-2105
 2105-2106
 2106-2107
 2107-2108
 2108-2109
 2109-2110
 2110-2111
 2111-2112
 2112-2113
 2113-2114
 2114-2115
 2115-2116
 2116-2117
 2117-2118
 2118-2119
 2119-2120
 2120-2121
 2121-2122
 2122-2123
 2123-2124
 2124-2125
 2125-2126
 2126-2127
 2127-2128
 2128-2129
 2129-2130
 2130-2131
 2131-2132
 2132-2133
 2133-2134
 2134-2135
 2135-2136
 2136-2137
 2137-2138
 2138-2139
 2139-2140
 2140-2141
 2141-2142
 2142-2143
 2143-2144
 2144-2145
 2145-2146
 2146-2147
 2147-2148
 2148-2149
 2149-2150
 2150-2151
 2151-2152
 2152-2153
 2153-2154
 2154-2155
 2155-2156
 2156-2157
 2157-2158
 2158-2159
 2159-2160
 2160-2161
 2161-2162
 2162-2163
 2163-2164
 2164-2165
 2165-2166
 2166-2167
 2167-2168
 2168-2169
 2169-2170
 2170-2171
 2171-2172
 2172-2173
 2173-2174
 2174-2175
 2175-2176
 2176-2177
 2177-2178
 2178-2179
 2179-2180
 2180-2181
 2181-2182
 2182-2183
 2183-2184
 2184-2185

- ✓ 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.

	Envelope Verification Schedule Surrey 2030 Festival				
Details of person submitting cheque and slips					
First Name					
Surname					
Address					
Postcode					
Relief Chest name					
Lodge/Chapter no.		Relief Chest no.	MCF2030		
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 £					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> Bank transfer details: Date of transfer: _____ Amount: _____ Account Name: The Relief Chest Scheme Account Number : 02565335 Sort code: 18-00-02 Ref: MCF2030/LODGE NO/GAE </td> <td style="width: 50%; padding: 5px; text-align: right;"> Please make all cheques payable to Relief Chest Scheme </td> </tr> </table>				Bank transfer details: Date of transfer: _____ Amount: _____ Account Name: The Relief Chest Scheme Account Number : 02565335 Sort code: 18-00-02 Ref: MCF2030/LODGE NO/GAE	Please make all cheques payable to Relief Chest Scheme
Bank transfer details: Date of transfer: _____ Amount: _____ Account Name: The Relief Chest Scheme Account Number : 02565335 Sort code: 18-00-02 Ref: MCF2030/LODGE NO/GAE	Please make all cheques payable to 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 3146 3352 Email: reliefchest@mcfc.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.mcfrcliechest/privacypolicy					



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 / /

The Relief Chest Scheme
(The Grand Charity-Registered Charity No.231942)

3007080052016

Donation £ -

Relief Chest No.

Please read the notes **overleaf** before you tick the relevant box(es)

Please tick ☒ as Gift Aid donations **all** qualifying gifts of money made:

on this ☐ or on this donation ☐ and in the future ☐

donation only ☐

[illegible]

Surrey 2030 Festival

Gift Aid Envelope Guidance Notes

Thank You

Please complete this slip in full if you are giving your donation via envelope with your donation.

Donor's Name
Surname _____
First Name _____
Middle Name(s) _____

Address
House No. _____ Street _____
Postcode _____

Lodge or Office No. _____ Relief Chest No. _____

Envelopes received at _____ Date _____
☐ Donated by cheque ☐ Donated by cash ☐ Donated by credit card

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.

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,
Masonic Charitable Foundation, 60 Great Queen St
London WC2B 8AZ

Supplies of Gift Aid Envelopes are available free of charge from the Provincial office or Masonic Centers. The Envelope verification forms are available to download from the committee's website.

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.

[illegible]



Masonic
Charitable Foundation

Surrey 2030 Festival Sponsorship Verification Form



Event: _____ Date: ____/____/____

Details of person submitting sponsorship form and cheque(s):

Given Name(s): _____

Surname: _____

Address: _____

Postcode: _____

Lodge/Chapter no: _____

Lodge/Chapter name: _____

Relief Chest no: **MCF2030**

Number of sponsorship form(s):

Total amount of cheques:

Number of cheque(s) being submitted:

Signature _____

Date: ____/____/____



Please forward the sponsorship forms, cheques and verification form to: Relief Chest Scheme
Masonic Charitable Foundation 50 Great Queen Street London WC2B 5AZ Telephone: 020 3146 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 regulation 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

Masonic Charitable Foundation
For Freemasons, for families, for everyone

Donating into a Relief Chest Sponsorship Guidance Notes

1. Please complete the event, personal and Relief Chest information
2. The sponsorship forms should be completed by the individual donors
3. Raised cash should be collected and a cheque written for the total amount
4. Fill in the verification schedule for the entire sponsorship
5. Send all the cheques, the verification schedule and sponsorship forms to:
Relief Chest Scheme for processing.

RCS
Relief Chest Scheme

2025 RELEASE UNDER E.O. 14176

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/Surrey2030
- ✓ 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



Transferring funds from a Lodge/Chapter Relief Chest

Funds held in a Lodge Chest can be transferred to the Surrey 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 Surrey 2030 Festival Festival as the charity name
- Write MCF2030 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

Chest Name: Surrey 2030 Festival
Chest Number: MCF2030
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 Surrey 2030 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 3146 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 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, 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.org.uk/reliefchest/privacy-policy



MAR21

Write the corresponding Voucher number.

Complete the full name, house number and post code of each member to be allocated.

Print off any additional pages needed.

Remember to fill in how much each member is to be credited.

If part of the transfer is a Lodge/Chapter donation, enter it here.

Write the total amount to be allocated. This should match the amount to be transferred on the Green Voucher.



Once complete, please send together with the Green Voucher to:

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

Tel: 020 3146 3352 Email: reliefchest@mcf.org.uk

0400

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

	Miscellaneous Payment Form	
Please do NOT use this form for personal donations		
Relief Chest Details –		
Relief chest name	Survey 2030 Festival	
Relief chest no.	MCF2030	Pleaser send completed forms and donation to: Masonic Charity Fund, Masonic Charitable Foundation, 40 Great Council Street, London WC2B 5AZ. Tel 020 3 146 3352 Email mcf@mcfsmf.org.uk
Donation Details –		
Please ensure all cheques are payable to The Relief Chest Scheme		
Donation amount:	£ [] [] [] [] [] [] [] []	Date [] [] - [] [] - [] [] [] []
Description of donation (e.g. raffle collection, aims, 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. MCH21		
Data Protection Act 2018 and UK GDPR (General Data Protection Regulations), Privacy Notice The British Chess Federation's commitment to protecting your privacy information. This document complies with GDPR and UK-GDPR regulations when handling your personal data. Our goals include: collecting, processing and sharing personal information as set out in our Privacy Policy based on the legitimate interests of the British Chess Federation. If you have any questions or wish we delete your details, email us at mch@mchsf.co.uk . For more about how we handle your info, please visit www.britishchessfoundation.com/privacy-policy .		
		 F& 177407041001

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



anch
slip
ation

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"

Particulars for
Statement

(Max. 18 characters)

18-00-02

25652351

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

520775 18-0002 25652351 77

Date

bank giro credit

Notes £50

£20

£10

£5

Coins £20

Silver

Brass

Cash

bank giro credit

Notes £50

£20

£10

£5

Coins £20

Silver

Brass

Date

bank giro credit

Notes £50

£20

£10

£5

Coins £20

Silver

Brass

Cash

Cheques
etc.

£

Making payments by Bank Transfer:

- ✓ **Account Name:** The Relief Chest Scheme
- ✓ **Account Number:** 02585235
- ✓ **Sort Code:** 18-00-02
- ✓ **Ref:** **MCF2030/Your Lodge No/Donor name**

Downloading donation forms and guidance

mcf.org.uk/festivals/surrey2030

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, 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