



**GRAND COUNCIL
RSM150 Appeal
Relief Chest No: RSM150**

Charity Stewards' Guide

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Foreword by M III Companion Kessick J Jones Grand Master



“We make a living by what we get, but we make a life by what we give.” Winston Churchill Companions, we are now a month into our 150th Anniversary Appeal, which was launched at our Sesquicentenary Meeting in October. Since then, your generosity has been inspirational with many Councils, together with individual Companions seeking to donate to the Appeal.

In order to answer your enquiries and to provide you with the easy means of donating, this comprehensive guide handbook has been produced. I would like to thank the staff at the Masonic Charitable Foundation, who will be administering your donations and especially the Appeal Chairman, R III Companion James Newman, who is spearheading this Appeal. They, together with the support of the Grand Recorder and his staff at Mark Masons’ Hall, will ensure a successful conclusion.

My wish is that you relish the fundraising events, which are scheduled in your Districts, please attend them and enjoy the companionship that this shared endeavor will bring. Thank you, Companions, for striving to ensure we reach our goal. There will also soon be a need for you to give some thought to which local charity might benefit from a sesquicentenary grant.

If after reading this guide, questions still remain, please talk with your District Grand Master, who will happily fill in any gaps.

I am proud of you all and offer my warmest thanks to each and every one of you for supporting this unique appeal. I am, of course, also indebted to the Grand PCW, whose original initiative it was and look forward to receiving news of your fund raising triumphs.

Kessick

**M III Comp. Kessick J. Jones
Grand Master**

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

✓ Online: Card donations can be made by visiting <https://donate.givetap.co.uk/f/masonic-charitable-foundation/rsm150-the-rsm-150-appeal>



The RSM 150 Appeal

This form is for personal donations only

Personal Details

First name

Last name

Address

Postcode

Donation Details

I enclose:

a cheque

a charity voucher (e.g. CAF/KKL)

Donation amount

£

Please ensure the cheque is made payable to the Relief Chest Scheme.

Council Name

Council Number

Relief Chest No. **RSM150**

Gift Aid Declaration

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 Number 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.

Please read the declaration below before 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 treat as Gift Aid donations, all qualifying gifts of money made:

On this donation only

in the future

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 5AZ Tel: 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 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 <https://mcf.org.uk/policies/privacy/relief-chest-privacy-policy/>



The RSM 150 Appeal

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

Card Details

Name as on card

Card no. Expiry Date (MMYY)

CV2 no. Start Date (MMYY) Issue no.

Donation Details

Donation amount £ Relief Chest no. **RSM150**

Council Name

Council No.

Signature

Personal Details

First Name(s)

Surname

Address

Postcode

Gift Aid Declaration

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 Number 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.

Please read the declaration below before 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 treat as Gift Aid donations, all qualifying gifts of money made:

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

If you do **NOT** wish for tax to be reclaimed, please tick here 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 5AZ Tel: 020 3146 3352 Email: reliefchest@mcf.org.uk

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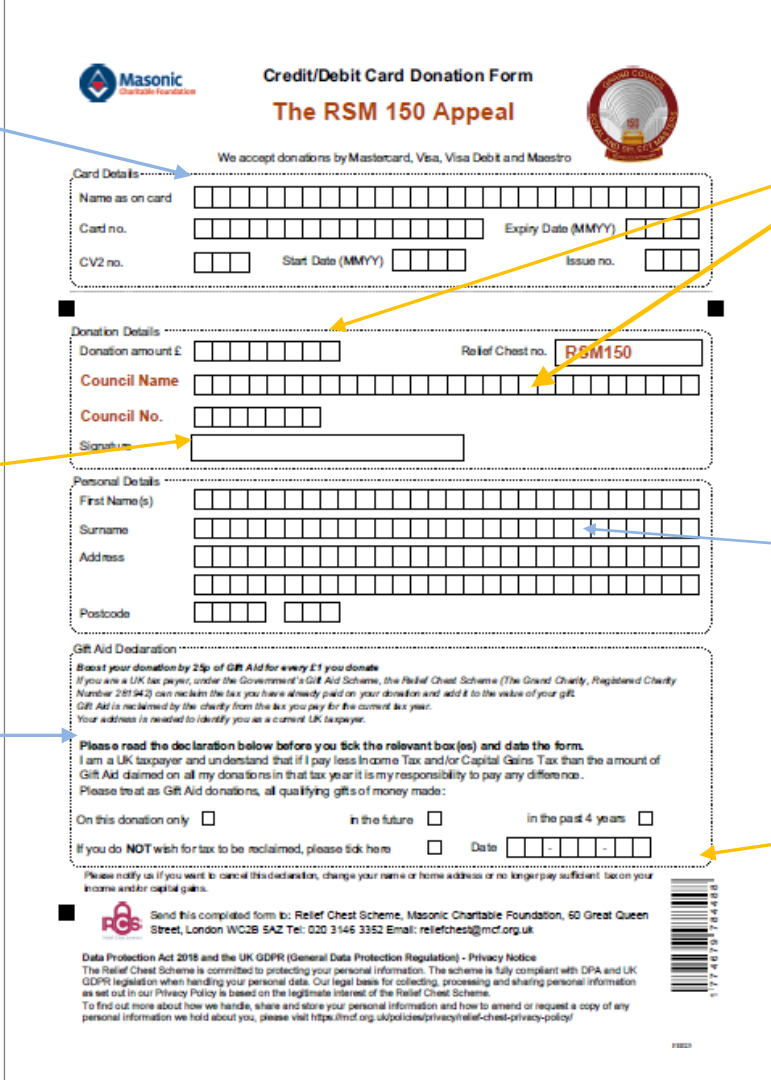
The Relief Chest Scheme is committed to protecting your personal information. The scheme is fully compliant with DPA and UK GDPR legislation when handling your personal data. Our legal basis for collecting, processing and sharing personal information as set out in our Privacy Policy is based on the legitimate 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 <https://mcf.org.uk/policies/privacy/relief-chest-privacy-policy/>



Credit/Debit Card Donation Form Guidance

We are accredited with the Payment Card Industry Data Security Standard (“PCI DSS”). To comply with the PCI DSS, card details are securely destroyed immediately after the donation is processed. We DO NOT store card details.



Enter the card details as shown on the debit/credit card

Enter the donation amount.

Enter the Council name and number for honorifics purposes

Sign here to authorise the payment/donation

Complete your personal details name and full address including the post code.

Tick the relevant boxes if you would like us to reclaim Gift Aid tax relief.

Date the gift aid declaration.

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

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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 <https://mcf.org.uk/reliefchest/privacy/relief-chest-privacy-policy/>

Once completed, please send the form to our office at the address below:

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

If you have any questions on credit card donations, please contact our office on 020 3146 3352 or email reliefchest@mcf.org.uk and we will be happy to help

Thank you for your donation

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 **Council name and number**
- pay by card/mobile/Google pay
- confirm gift aid declaration

<https://gtap.uk/rsm150>



Digital Donations

To make a donation, scan the below QR code



for Honorifics purposes **PLEASE ENTER COUNCIL NAME AND NUMBER Under Lodge/Chapter details**

Name of the Lodge/Chapter

Include the Masonic unit, "Lodge" or "Chapter"

Number of the Lodge/Chapter to be credited

eg. L1234

The RSM 150 Appeal
RSM150

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

<https://gtap.uk/rsm150>



OR

click the below URL

<https://gtap.uk/rsm150>



Online Sponsorships

Individuals taking part in sponsored events for the appeal can create their own fundraising pages or sponsor a fundraiser.

Masonic Charitable Foundation

Login [Become a fundraiser >](#) [Donate now](#)

RSM150 - The RSM 150 Appeal

£0.00
Raised by 0 fundraisers and 0 supporters

[Become a fundraiser >](#) [Donate now](#)

RSM150 - The RSM 150 Appeal

[Become a fundraiser >](#)

Resources and Guides

Bank Transfers (PDF)	Download
Credit Card Donation Form (PDF)	Download
Donating from a Relief Chest pack (PDF)	Download
GAE Verification form (PDF)	Download


<https://donate.givetap.co.uk/f/masonic-charitable-foundation/rsm150-the-rsm-150-appeal>

- ✓ Select “Become a fundraiser”
- ✓ Create an account
- ✓ Follow the instructions and fill in details of the sponsored event and goal amount
- ✓ Under page options, add the **Council number** to be credited on the end in the URL box. This will ensure the right Council 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.




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 Council 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.



Masonic
Charitable Foundation
For Freemasons, for families, for everyone

Making a donation into a Relief Chest



Relief Chest Scheme
Masonic Charitable Foundation
60 Great Queen Street London WC2B 5AZ
telephone 020 3146 3333
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 and in the future

The Relief Chest Scheme
(The Grand Charity-Registered
Charity No.281942)



3007080052016



The RSM 150 Appeal

Envelope Verification Schedule

Details of person submitting cheque and slips

First Name

Surname

Address

Postcode

Council Name

Council Number Relief Chest no. **R S M 1 5 0**

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 No: 02852328 Sort code: 18-33-42
REF: RSM150


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 3332

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 <https://mcf.org.uk/policies/privacy/relief-chest-privacy-policy/>








0113 4001



RSM150 Appeal

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

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 provincial website.

The RSM 150 Appeal



Envelope Verification Schedule

Details of person submitting cheque and slips

First Name

Surname

Address

Postcode

Council Name

Council Number

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 £

Bank transfer details:

Date of transfer:

Amount:

Account name: The Relief Chest Scheme
Account No: 02585235 Sort code: 18-00-02
REF: RSM150

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 Tele: 020 3146 3352

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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 <https://mcf.org.uk/policies/privacy/relief-chest-privacy-policy/>



0113 4001

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 **Council** 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

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 AB12 3CD Donation £ 10 - 00

Lodge or Chapter No. L1234 Relief Chest No.

Date 01 / 01 / 2016

 **THE FREEMASONS' GRAND CHARITY**
Registered Charity No. 261942

 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

Important Notes

Donor must write their first name in full, surname, house name or number, post code and well as tick the Gift Aid Declaration box(es). The Freemasons' Grand Charity will not be able to

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.

relevant box(es).

nal tax relief due to or ask HM Revenue

the declaration surname, house to identify the donor

stored by the Relief dance with the Data ur details may be

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 AB12 3CD Donation £ 10 - 00

Lodge or Chapter No. L1234 Relief Chest No.

Date 01 / 01 / 2016

 **THE FREEMASONS' GRAND CHARITY**
Registered Charity No. 261942

 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

Thank you for your generosity

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 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



The RSM 150 Appeal

Envelope Verification Schedule

Details of person submitting cheque and slips

First Name

Surname

Address

Postcode

Council Name

Council Number Relief Chest no. **R S M 1 5 0**

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 No. (SORTED) Sort code: 200000 REF: RSM150

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 Fax: 020 746 3952

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. This scheme is fully compliant with GDPR and all GDPR regulations when handling your personal data. Our legal basis for collecting, processing and storing personal information we set out in our Privacy Policy is based on the legitimate interests of the Relief Chest Scheme.




If you do not wish your name or details, when they allow your personal information and how to request or prepare a copy of any personal information we hold about you, please visit <http://mccf.org.uk/personal-information/reliefchest/privacy-policy/>

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 Council 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 Street, London WC2B 5AZ



Council or Other Unit Donations:

- ✓ Complete a Miscellaneous Payment Form
- ✓ Write **Council** 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	<input type="text" value="The RSM 150 Appeal"/>	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
Relief Chest no.	<input type="text" value="RSM150"/>	
Donation Details		
Please ensure all cheques are made payable to The Relief Chest Scheme		
Donation amount: £	<input type="text" value=""/>	Date <input type="text" value=""/>
Description of donation (please enter Council name and number)		
<input type="text"/>		
<input type="text"/>		
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>FF3223</small>		
<small>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 https://mcf.org.uk/policies/privacy/relief-chest-privacy-policy/</small>		
		

Bank Transfers :

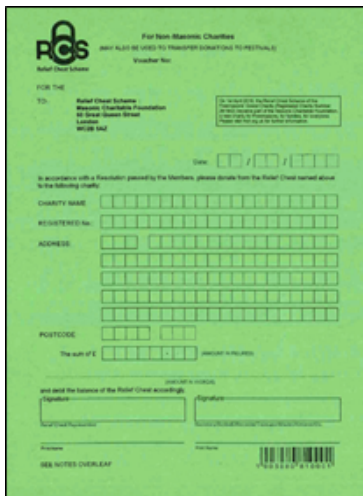
Account Name: The Relief Chest Scheme
Account Number: 02585235
Sort Code: 18-00-02
REF: RSM150/Donor name/Council No

Transferring funds from a Lodge/Chapter Relief Chest

Funds held in a Relief Chest can be transferred to the **RSM150 Appeal Relief Chest**. Transfer can be made using a Green form or e-voucher.

Green Form

- Write **RSM150 appeal** as the charity name
- Write **RSM150** as the registered charity number
- add amount in numbers and words
- sign the form
- return the form to Relief Chest Scheme



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 a new voucher, Find chest details
- **Relief Chest Number: RSM150**
- **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](#)

Please note, as per the rules of the scheme, green forms are only issued to the listed Relief Chest representative of the Lodge/Chapter Relief Chest. If you require a supply of Green forms please contact the Relief Chest Scheme office. Similarly, to register for the e-voucher service, you must be the listed Relief Chest representative.

Relief Chest Scheme contact details:



Queries on;

Digital (QR code), Cheque donations:

Jack Coventry

Email: jcoventry@mcf.org.uk

Telephone: 020 3146 3349

Credit/Debit card, bank transfers and Online donations:

Ashraf Muwawu

Email: amuwawu@mcf.org.uk

Telephone: 020 3959

Donations from a Relief Chest:

Karon Chatterton

Email: kchatterton@mcf.org.uk

Telephone: 020 3146 3348

Gift Aid Envelope donations:

Claire Reeves

Email: creeves@mcf.org.uk

Telephone: 020 3146 3348

Gift Aid Envelopes and donation forms:

Mitchell Huett

Email: mhuett@mcf.org.uk

General queries:

Telephone : 020 3146 3352

Email: reliefchest@mcf.org.uk

Please send all completed donation forms and cheques to:

Relief Chest Scheme| 60 Great Queen Street| London |WC2B 5AZ