Masonic Charitable Foundation

For Freemasons, for families, for everyone

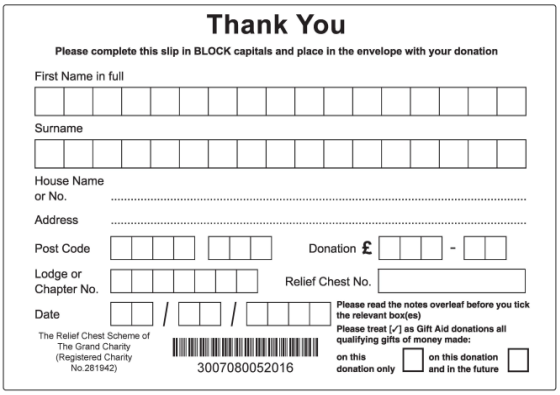
RCS Relief Chest Scheme

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



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)

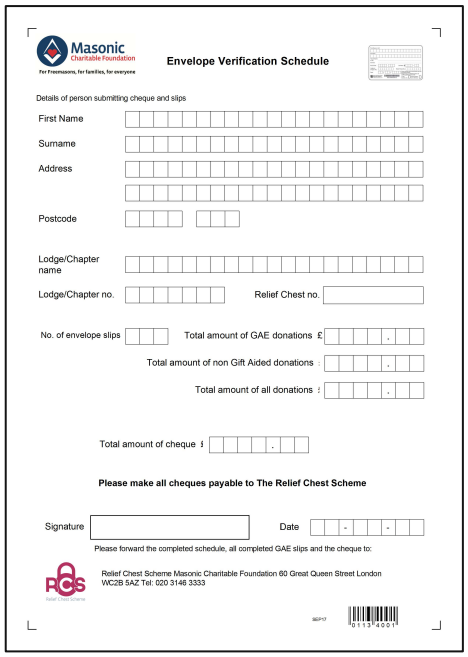
3007080052016

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** ☐

2. The Relief Chest Representative 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.



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Envelope Verification Schedule

Details of person submitting cheque and slips

First Name

Surname

Address

Postcode

Lodge/Chapter 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 5AZ Tel: 020 3146 3333

3. The money is banked into the Lodge/Chapter bank account and the Envelope Verification Schedule is completed.

4. The Relief Chest Representative or Treasurer draws a cheque made payable to **"Relief Chest Scheme "** for the total amount.

5. The cheque, envelope verification schedule and all the tear-off slips are sent to:
   Relief Chest Scheme,
   Masonic Charitable Foundation, 60 Great Queen Street,
   London WC2B 5AZ.
   Tel: 020 3146 3352