

Start Fundraising For

The Alexa Trust

Supporting Parents in Neonatal



"small acts when multiplied by millions of people can change the world"

The Alexa Trust

www.thealexatrust.org

fundraising@thealexatrust.org

Facebook: <https://www.facebook.com/TheAlexaTrust>

Instagram: <https://www.instagram.com/the.alexatrust>

Thank you for choosing us.

Before you start your fundraising event:

Please contact us,

- a) You need a **Unique Fundraising Number**, to fundraise for The Alexa Trust, and this needs to be added to your fundraising form(s), sponsorship form(s) and/or donation form(s).
- b) Tell us about your event, we would like to offer you support and add it to our social media pages.
- c) In some cases, we may need to authorise your event, especially if strict fundraising laws and legislations exist.

If you are a UK taxpayer please add GIFT AID, as for every £1 you raise/donate, we receive an extra 25p.

We will try to give you as much support as possible.

But most important, have fun! ☺

The Alexa Trust Team

Esmari, Howard, Dennis, Grace, Annie & Darren

This Pack Includes: (only print pages you need)

1. Sponsorship Form
2. Fundraising Form
3. Gift Aid Form
4. What the LAW says...

Unique Fundraising Number:

Sponsorship Form

(For cash & cheque donations)

Your Details: (all areas must be completed)

Name:

Email:

Address (including postcode):

Phone:

Event Name:

Please return your completed sponsorship, fundraising form and paying in slip to:

The Alexa Trust, Fundraising, 34 Wash Lane, Kessingland, NR33 7QZ.

All CASH & CHEQUES must be paid into The Alexa Trust bank account at your nearest Lloyds Bank branch (see Fundraising Form for payment options)

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For every £1 you raise we get an extra 25 pence, PLEASE TICK THE BOX if you are a UK Taxpayer. Please check Gift Aid Form.

Title	Initials	Surname	House Name/ Number	Postcode	Date Paid	Your Donation	Gift Aid (Please Tick)

Fundraising Reference:

Total Amount Raised: £

Date Paid to Charity:

Event Organiser Signature:

By signing this form, you agree that you have followed all Fundraising Laws & Legislations. You also agree that we can record your details to keep you up to date from time to time. Please be assured that we do not share your information with third parties and keep your information in accordance with the Data Protection Act.

Unique Fundraising Number:

Fundraising Form

Your Details:

Title:

Name:

Email:

Home Address: (including postcode)

Phone:

Event Name:

All fields must be completed

Please return your completed sponsorship form, including fundraising and paying in slip to:

The Alexa Trust, Fundraising, 34 Wash Lane, Kessingland, NR33 7QZ.

All CASH & CHEQUES must be paid into The Alexa Trust bank account at your nearest Lloyds Bank branch.

TOTAL AMOUNT RAISED:

Payment Method: (please tick)

Cheque:

Cash:

Paypal: (fundraising@thealexatrust.org)

Bank Transfer:

Bank Details

The Alexa Trust

Lloyds Bank

Sort Code: 30-99-08

Account Number: 21840660

BIC: LOYDGB21244

IBAN: GB22 LOYD 3099 0821 8406 60

Unique Fundraising Number:

(to be added to all forms & payment reference)

Please tell us about your event:

Gift Aid Form

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

If you are a UK tax payer, under the Government's Gift Aid Scheme, The Alexa Trust 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.

Personal Details:

Please enter your name and address in FULL using BLOCK CAPITALS:

Title: (Mr/Mrs/Dr/Other)

Surname:

Forename(s):

Address:

Postcode:

Telephone:

Declaration:

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 notify The Alexa Trust if you:

1. Would like to cancel this donation
2. Change your name or home address
3. No longer pay sufficient tax on your income and/or capital gains

Unique Fundraising Number:

(if applicable)

Donation

Amount:

Signature:

Date:

What the LAW says...

We would like you to have fun and enjoy fundraising for The Alexa Trust, however there are some Laws & Legislations you need to be aware of: In a nutshell...

Collecting money in public places

Please contact your Local Authority before fundraising in a publicly owned place/area. Some very strict regulations exist to ensure collections are done in a lawful way.

Raffles and Lotteries

Please be aware of all the laws involving raffles, lotteries and prizes. Please contact us before organising this event, so we can authorise it.

Insurance

If you arrange events that might pose a risk to others, for example, swimming, walking, etc., please check whether you need a public liability cover. The Alexa Trust do not have public liability insurance. It is also important that you do a Risk Assessment to ensure the safety of others.

Food Hygiene

Please take great care when handling food and work to basic rules for safe preparation, storage, display and cooking. The Alexa Trust do not take responsibility for any illnesses caused.

Data Protection

When fundraising for us, please ensure you apply to the Data Protection Act; don't keep information about people any longer than necessary and don't share information or data without their permission.

If you are unsure whether the fundraising event you are organising, follows UK Law and Legislations, please do not hesitate to contact us, we are more than happy to help.

For further information on UK Fundraising Laws, please visit, the FUNDRAISING REGULATOR page:
<https://www.fundraisingregulator.org.uk>

