

Sponsorship form



The Royal College of
Emergency Medicine

Event Name			
Event Date			
Full Name			
Address			
Postcode		Telephone	
Email			

We would love to stay in touch

We would like to let you know about news and appeals. We will not share or sell your data to third parties for marketing purposes. If you do not wish to receive this information please tick this box .

The most cost effective way for us to contact you is by email or SMS. SMS opt in Email opt in

How to use your sponsorship form

- Please ensure you fill out each section in full.
- Please ensure the details of each donation are recorded accurately by your sponsors in their own handwriting – forms in the same handwriting or printed are not valid for gift aid purposes.
- Please ensure each sponsor ticks the Gift Aid box next to their address below if eligible.
- In order for us to claim Gift Aid, we need each sponsor's title, full name, full home address, postcode, Gift Aid declaration and donation amount. Please note, we cannot claim Gift Aid on business addresses or on multiple sponsors e.g. Mr & Mrs Jones).

Why not go online and set up a fundraising page?

It's simple to do and an easy way for you to collect sponsorship. Using Just Giving or Virgin MoneyGiving will save you time, keep sponsors updated about progress and are totally secure.

For further information on how to set up an account please read our fundraising toolkit.

Title	Initial	Surname	Full home address	Postcode	Amount	Gift Aid	Date paid
Mrs	A	Exemplename	1 Somewhere Street, Anytown, Samplecounty	AB1 2CD	£20.00	✓	DD/MM/YY
					£		
					£		
					£		
					£		
					£		
					£		
					£		

Gift Aid

The RCEM Foundation can claim at least an extra 25% back from the government on every donation, without it costing you a penny extra. Please tick the box if you would like us to Gift Aid your donation. Please make sure we can read your full name, home address and postcode. This supports our tax claim and will not be used to contact you. Please be aware that you must have paid an amount of income tax and/or capital gains tax at least equal to the amount of tax reclaimed by all charities and Community Amateur Sports Clubs on all your donations in the tax year (6th April one year to 5th April next). We can currently receive an extra 25p for every £1 you donate. Other taxes such as Council tax and VAT do not qualify.

Title	Initial	Surname	Full home address	Postcode	Amount	Gift Aid	Date paid
Mrs	A	Examplername	1 Somewhere Street, Anytown, Samplecounty	AB1 2CD	£20.00	✓	DD/MM/YY
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					£		
					£		
					Total Raised	£	

Next steps

Simply collect your donations from your sponsors and send us a cheque made payable to ‘**Royal College of Emergency Medicine Foundation**’ (please do not send cash) along with this sponsorship form (please send us the original but do make a copy for your records) and the money return form provided in your pack to:

The Royal College of Emergency Medicine, 7-9 Bream’s Buildings, London EC4A 1DT.

You can also pay in via bank transfer or via our Just Giving or Virgin Money Giving pages — please read out fundraising toolkit for details. If you would like further information, please give us a call on **020 7404 1999** or email **communications@rcem.ac.uk**

**THANK YOU FOR
YOUR SUPPORT**