Cancer Research UK Relay For Life Team Donation Form

RELAY FOR LIFE

CANCER RESEARCH UK

How to use your donation form…

- **Your Details:** Please complete the Event Details box in full.
- **Donation Details:** Please record the details of each individual donation in full.
  To claim **Gift Aid** we need each donor's Title, first name, surname, full home address, postcode and Gift Aid declaration.
  (We cannot claim **Gift Aid** on business addresses or on multiple donors e.g. Mr & Mrs Jones).
- **Tick the box:** Don't forget to tick the gift aid box if eligible.
- **Donation Amount:** Have each donor complete the amount they are donating in the relevant column, i.e. Candle of Hope, general donation, other fundraising.

Please complete the form in full as outlined above and we can claim Gift Aid on:
Personal donations / Candle of Hope donations / House to House collections.
We are not permitted to claim Gift Aid on:
Ticket sales/raffles / Collection tins or buckets / Entry fees / Company or organisation donations / Coffee mornings or Fetes / Sales of any products.

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Gift Aid – Very Important

Cancer Research UK can claim at least 25% back from the government on every donation without costing you a penny extra. Please tick the Gift Aid 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 mail you. Please be aware you must have paid an amount of income tax and, or, capital gains tax at least equal to the basic rate tax that we claim from your donation in the tax year you make the donation.

Please enter the total amount in the chosen column

Event Details

I am fundraising as a (please tick): ☐ Team Member ☐ Survivor ☐ Commitee Member

Relay Name		Event Date		Team Name	

Team Member Details

Title		First Name		Surname	
Home Address					
		Postcode		Telephone	

Donation Details (must be completed in full in order to qualify for Gift Aid)

Title	First Name	Last Name	Full Home Address	Postcode	Date	General Donation	Candle of Hope	Other Fundraising	Gift Aid

- You can request additional forms from your Relay Committee.

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Donation Details (must be completed in full in order to qualify for Gift Aid)

Title	First Name	Last Name	Full Home Address	Postcode	Date	General Donation	Candle of Hope	Other Fundraising	Gift Aid
					SubTotal				

Team Fundraising (name of person collecting)

- If you as a Team Member have done other fundraising e.g. store collection/disco/car wash/ house to house collection then please record this under team fundraising.

Title	First Name	Last Name	Full Home Address	Postcode	Date	Store Collection	House to House	Other Fundraising	Gift Aid
					SubTotal				
					Grand Total				

Next Steps:

- When the form is complete please return it to your Team Captain along with monies collected.
- You can request additional forms from your Relay Committee. Remember that monies sat with you are redundant but when paid to Cancer Research UK can start working straight away – please bank regularly and continuously.

Visit **www.donatetomyrelay.org** to find the easy way to fundraise online.
Your friends and family will be able to donate no matter where they are in theworld!

Thank you for your support