

Shine Relief Trust Money Return Form

Sponsored events/ other events

Sending in the money you have raised by cheque

Please follow these steps when sending in the money you have raised at your event.

1. Count the money you are sending with a witness, and complete sections B and E together.
2. Complete the rest of the form.
3. Return the completed form with a cheque made payable to 'Shine Relief Trust' to: Suite 228 Queens House, Paragon Street, Hull, HU1 3NQ

Help us to claim Gift Aid on donations made by your guests by ensuring they have completed the gift aid declaration and filled in their details correctly on your sponsor form or donation envelopes.

Section A – Your details		
Title:	First name:	Surname:
Address:		
Postcode:		
Daytime phone no:		Email:
Section B – Details of the money you have raised		
How did you raise the money? Do attach an extra sheet if you need.		
Run <input type="checkbox"/>	Other sponsored event <input type="checkbox"/>	
Clothes Swap <input type="checkbox"/>	Other Event <input type="checkbox"/>	
Details:		£
		£
		£
If you have any photos or press clippings from your event please do email them to us at info@shine-relief.org.uk		Total £
Section C – Thanking the right people		
I have more money to send in from my event: Yes / No <i>(If you indicate 'yes', we won't send you a certificate until you tell us you have sent your final money).</i>		
Is there someone involved in your fundraising who deserves a special mention? Please do let us know and we will do our best to include them in our thanks. Name: _____		
Section D – Confirmation		
The Charity Commission requires that the fundraiser and a witness each signs to confirm the accuracy of the above amounts.		
Name of fundraiser: _____		Signature _____ Date: _____
Name of witness: _____		Signature _____ Date: _____
Thank you for your support!		