

PAYING IN SPONSORSHIP FUNDS

BECAUSE RACE THE SUN ISLE OF WIGHT IS ORGANISED BY ACTION FOR CHARITY ON BEHALF OF ACTION MEDICAL RESEARCH IT IS VITAL THAT YOU FOLLOW THESE INSTRUCTIONS REGARDING PAYMENT OF YOUR SPONSORSHIP FUNDS

When and where to send your funds

All sponsorship donations should be sent to Action for Charity, who are organising and administering the event on behalf of Action Medical Research. ***Please do not send cheques directly to the charity as this could result in the payment not being allocated to your team's fundraising total.***

You must send in a minimum of **£600** per team by **18th MAY 2018** to confirm your team's place on the challenge. You should also aim to pay in the balance of your funds within one month of the event i.e. by **30th July 2018**. Post all donations and financial information to:

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| <p>Race the Sun Isle of Wight Action for Charity Newcourt House, New Street Lymington, Hampshire SO41 9BQ</p> |
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Methods of payment

Cheques & Charity Vouchers

Please ask your sponsors to make cheques payable to **ACTION MEDICAL RESEARCH** and write your Team Name and the name of your Team Captain on the back of each cheque. Post cheques to Action for Charity at the address above. The charity can also accept Charities Aid Foundation (CAF) vouchers and Give As You Earn (GAYE) vouchers which should also be made payable to **ACTION MEDICAL RESEARCH** and send to the address above.

Matched Giving

Many companies will match the funds you raise pound for pound. Please ask your company if they will match the funds you raise and send in the relevant form to Action for Charity who will arrange for it to be processed by the charity. You will be advised in a statement once matched funding is received and credited to your fundraising account, you should be aware however that this can take some months as many companies only make matched giving payments on a half-yearly or quarterly basis.

Donations from companies

Make sure you tell all the companies you approach that they can now claim tax relief on charitable donations when calculating their profits for corporation tax. This will be between 10-30% of the gross donation depending on the company's size. So the more companies give to you, the more they can claim back. For example, if you ask a company for £320, they could claim back around £70 – a fantastic reason to try and get a donation or matched funding from a company.

Receipts

Action for Charity will send team captains an acknowledgement of safe receipt of funds and a summary of each payment and the total raised to date. If individual team members would like e-mail confirmation that funds have been received safely, please include your e-mail address when you send in your payment. Often companies will ask for a receipt and we are happy to issue receipts directly to sponsors. Simply notify us if a company receipt is required.

Gift aid

Gift Aid is a tax-effective way to increase the value of donations you receive of £5 and above. If you provide the name and address of the donor, including a signature confirming they are a UK tax payer, Action Medical Research can claim back the tax the donor will have paid on that amount of money. For example, if someone donates £100, Action Medical Research can claim a further £25**. Please note however that money reclaimed on Gift Aid cannot be added to your sponsorship total. **Subject to change.

Money that cannot be Gift Aided:

- Donations from anyone who is not a UK tax payer
- Money raised via events, raffles or collections
- Donations from companies (they claim back the tax themselves)

Online sponsorship

Action Medical Research has its very own online giving platform which means that 100% of the donations made online go directly to the charity.

**PLEASE NOTE THAT THIS FACILITY IS NOT SET UP FOR YOU AUTOMATICALLY
YOU MUST FOLLOW THE INSTRUCTIONS BELOW TO SET UP YOUR PAGE**

Transactions are processed automatically and in 'real-time' using the well-known Secure Trading system – it's a credit card payment system just like the one you'd find in your local High Street shops. The charity's site is fully secure and uses Thawte encryption facilities.

How to set up a **sponsorship page** on the Action Medical Research website:

- Log on to the Action Medical Research website at www.action.org.uk/sponsorship
- Then click on the '**create a sponsorship page**'
- Enter your details including your email address and a password that you will use each time you log into your account so **please make a note of it**.
- Select your event – **Race the Sun Brecon Beacons**
- Under Team Registration you will then see the following options: To set up your team page please select either '**I am the captain setting up my team page**'. If your captain has already set up your page then select '**I am a member of a team which has been set up**' and then type in the name of your team page.
- Enter the unique URL you would like to use for your page (usually your team name). You can then pass this link on to family and friends.
- Once you have clicked on 'Create Page' your new sponsorship page will appear

If you wish you can personalise your page with your own messages and pictures – just follow the instructions. Pass the address of your page to family and friends and watch the money roll in! The page will show any donations made online and also a total for offline donations (sent in to AFC by cheque or paid in by BACS Transfer). Please note that there is delay from paying in offline donations and to them appearing on your page.

Your online sponsorship allows you to view your sponsors and any messages they may have left you and also update your sponsors with training and fundraising progress using the updates tab.

If you are experiencing problems setting up an account, call or email the events team at Action Medical Research on 01403 327442 or events@action.org.uk and they will do their very best to help you.

Sponsorship Form

Use the sponsorship form to record names and addresses from people who have pledged to sponsor you for your event. This will help you to collect monies pledged later. Be sure to record your name and your team's name at the top. When your form is full you can download another one by [clicking here](#) or by clicking on the link in your confirmation email.

What happens when my form is full?

Check to see that all of the information boxes have been filled out and return your form to the Action for Charity address above. Please be sure to keep a copy for yourself so you can chase any outstanding pledges.

How to contact the Events Team

Action for Charity is managing Race the Sun Isle of Wight on behalf of Action Medical Research. For any queries on sponsorship, fundraising totals or the event itself please contact Action for Charity below:



Race the Sun Isle of Wight

Action for Charity, Newcourt House, New Street, Lyminster, Hampshire SO41 9BQ.

Tel: 01590 646410 **Email:** events@dream-challenges.com

If you have questions about the work of Action Medical Research please contact the charity directly:

Tel: 01403 327442 **E-mail** events@action.org.uk

