UNIVERSITY OF LINCOLN

Lincoln Santa FUN RUN & WALK 2016

Organised by
The Rotary Club of Lincoln Colonia

RUN NUMBER

Mr / Mrs / Miss / Ms / Other:

Name:

Address:

Postcode:

T-Shirt Size: S ☐ M ☐ L ☐ XL ☐ Please tick as appropriate

Email:

SUNDAY 11th DECEMBER 2016
11.30am Start

SPONSORSHIP FORM

You must complete these columns to enable Gift Aid to be claimed

NAME	First line of address with house number	Post Code	Amount	Paid	Date	Tick for Gift Aid?

Please make all cheques payable to **The Rotary Club of Lincoln Colonia**

Declaration: If I have ticked the box headed 'Tick for Gift Aid?', I confirm that I am a UK Income or Capital Gains taxpayer and want The Rotary Club of Lincoln Colonia (or other charities* supported by the event) to reclaim tax on the donation indicated against my name, given on the date shown. I understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year then the amount of Gift Aid claimed on all my donations in that tax year, it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every pound that I have donated. **Supported charities: Candles, Linkage Community Trust, LIVES, Lincs & Notts Air Ambulance, Macmillan Cancer Support, Matt's Fund, Samaritans Lincoln, St Andrew's Hospice, Umbrellas and The Rotary Club of Lincoln Colonia.*

YOUR TOTAL FUNDRAISING (THIS PAGE)

£

The Government Gift Aid Scheme is really valuable to our chosen charities. Please follow these instructions carefully:

- Check their postcode is correct and tick the Gift Aid box.
- Make sure your sponsors fill in their individual full home address with postcode.
- REMEMBER TO SEND THIS SPONSOR FORM WITH YOUR MONEY. WE CAN'T GIFT AID YOUR DONATION WITHOUT IT.

Please send in your sponsorship monies before January 31st 2017 if possible to:
Doug Scott, University of Lincoln 2016 Santa Fun Run Event Organiser,
2 Meadow Way, Welton, Lincoln LN2 3QH

Or **Donate Online** with Virgin moneygiving
– see information overleaf

SPONSORSHIP FORM (continued)

YOUR TOTAL FUNDRAISING
(PREVIOUS PAGE)
£

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YOUR TOTAL FUNDRAISING
£

Raising your sponsorship

- Always start your form with your best sponsors - this sets the trend. A £5 or £10 donation is a good prompt for following donors.
- Don't forget your donations can be increased by asking people to Gift Aid their donations. We can claim an extra 25p for every eligible £1 donated. Check the sponsor form for details.
- Collect any pledges straight away. Most people won't mind you asking for their money there and then - if you don't see people regularly, just ask them to make a donation. This will save you waiting for their money.
- Take your sponsorship form with you everywhere you go! To work, the gym, to school. Ask everyone.
- Set yourself a target. Tell everyone how much you hope to raise. They will be keen to help you reach your goal.
- Set up your own online **virginmoneygiving** sponsorship page and share this with friends, family and work colleagues through email, Facebook, Twitter, online company newsletters etc. This is easy for you and your sponsors who can donate online using credit or debit cards. Gift Aid is managed for you through **virginmoneygiving** too. To set this up please visit **www.lincolnsantafunrun.co.uk** and click the **virginmoneygiving** logo at the top of the page.
- Use email, pigeon holes and internal mail to tell them what you're doing. Don't forget to ask your employers - some companies will match the donations you raise. This is tax efficient for them and a great way of doubling what you raise.
- If you have a company newsletter or intranet why not ask if you can highlight your challenge in there. Ask your personnel department if they can put a message on everyone's wage slip about your challenge.
- Ask people to sponsor you on their pay day. This is the best time to ask for a donation. Hold a fundraising event at work such as a raffle, coffee morning or cake sale.
- Remember to be happy about your challenge. If you are confident about it then your enthusiasm will encourage others to help and support you.
- Please remember to return the sponsorship form (or a copy of it) with your sponsor money or we can't claim the Gift Aid.
- You are doing something extremely worthwhile - **WELL DONE!** Please don't sell your efforts short. These charities would not be able to continue their vital work without the support of the essential voluntary income you raise by holding sponsored events.

IN AID OF: **Candles • Linkage Community Trust • LIVES • Lincs & Notts Air Ambulance • Macmillan Cancer Support Matt's Fund • Samaritans Lincoln • St Andrew's Hospice • Umbrellas • The Rotary Club of Lincoln Colonia**