

How to use your sponsorship form...



- ## GIFT AID – VERY IMPORTANT

Household Cavalry Foundation can claim an extra 25% back from the government on every donation, without it costing you a penny extra.

Please tick the box below 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.

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Full Name

Home Address

Post Code

Telephone

Email

(must be completed in your sponsor's own handwriting to qualify for Gift Aid)

[illegible]

SPONSOR DETAILS (must be completed in your sponsor's own handwriting to qualify for Gift Aid)

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Title	Initial	Surname	Full Home Address	Postcode	Amount	Gift Aid	Date Paid
Mr	A	Sample	10 Sample Rd, London	AB1 2BD	£xx.xx	✓	DD/MM/YYYY
					£		
					£		
					£		
					£		
					£		
					£		
					£		
					£		
					£		
					£		
					£		
					£		
					£		
I've raised a total of						£	

NEXT STEPS

Simply collect your donations from your sponsors and send us a cheque made payable to Household Cavalry Foundation (please do not send cash) along with this sponsorship form and the money return form provided in your pack to:

**Household Cavalry Foundation
Horse Guards
Whitehall
London
SW1A 2AX**

DID YOU KNOW YOU CAN COLLECT SPONSORSHIP MONEY ONLINE?

Setting up an online fundraising page with JustGiving is a quick and easy way to collect donations. It will save you loads of time and enables people living anywhere in the world to donate to you. To set one up visit www.justgiving.com

THANK YOU FOR YOUR SUPPORT

As a valued supporter of Household Cavalry Foundation we will treat your details very carefully and not pass them onto other organisations.



FUNDRAISING PLANNER

Keep track of your fundraising activities all year round with this fundraising calendar – its here to help you plan your next event and keep sight of you goals.

January	February	March
April	May	June
July	August	September
October	November	December

**YOU CAN
REACH YOUR
TARGET**

£

£

£

£

£

£

£

£

For more information on Household Cavalry Foundation
please visit www.hcavfoundation.org or call 020 7839 4858



Money Return Form

Please complete this form and send it back to us along with the money you have raised so we can make sure that the money you send is correctly allocated to you.

Please find enclosed a cheque(s) / Postal order for £_____

Please ensure that all cheques are made payable to **Household Cavalry Foundation**.

Your name.....

Address.....

.....

.....

Postcode.....

If your activity was sponsored then please also include your completed sponsor form (to enable us to claim Gift Aid on your contribution)

Please send this completed form back to:

Household Cavalry Foundation
Horse Guards
Whitehall
London
SW1A 2AX

Thank you for your support!