



## **Sponsorship, Gift Aid And Where Your Money Goes**

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### **Sponsorship**

We have provided you with a form on which to record your sponsors. If you fill up this form, blank forms and continuation sheets are available on our website. Alternatively, contact us and we'll supply you with a new one.

You may prefer to use a sponsor form supplied by your charity, or even design your own. However, when you hand in your form(s) to us at the start of the Walk, please pin or staple our's to the top, entering the total sponsored and any online sponsorship details. This will allow us to process it more easily.

### **Online Sponsorship**

If you want to set up a website to obtain online sponsorship, there are an increasing number of website providers. These cater for different ranges of registered charities. Sponsorship money is paid online and the website provider pays this on directly to the charity. **However they all operate charges, based on registration fees or a percentage of the money raised.** This may be deducted from the online donations, or charged to the charity by other means. Rather than opt for the most well-known providers, it is advisable to shop around for the one that suits you best. A possible starting point is the website [moneysavingexpert.com/family/charity-fundraising-sites](http://moneysavingexpert.com/family/charity-fundraising-sites).

To allow us to record accurate totals of sponsorship money expected, we ask that any website address that you use for sponsorship is entered on the sponsor form, along with the current amount sponsored.

### **Completing The Sponsor Form**

Sponsor Forms must be handed in to us at the start of the Walk in Bridgnorth High Street. However Junior walkers who go directly to Ditton Priors can hand in their form at Ditton Priors Village Hall before the start of their Walk.

Beforehand, please complete the form by totalling up your sponsor money and recording the total on the form. Also, if you are using an online sponsorship website, enter the website address on your sponsor form.

### **Checking The Sponsor Form**

While you are out on the Walk, we will process your sponsor forms to record your total sponsorship. We don't copy the forms, or record details of the individual sponsors. Sponsor Forms are then handed back to you, with a Walk Certificate when you report in at Castle Hall (Senior Walkers) or Ditton Priors Village Hall (Junior Walkers) at the end of the Walk.

### **Paying In Sponsor Money**

You are responsible for collecting in your sponsorship money and donating it to your chosen charity.

Virtually all charities now have a website or Facebook page which includes instructions on how to pay in donations.

If you are a member of a team, check with your Team Leader. They may prefer to collect all team contributions together, before paying them to the charity.