

How to deal with donations and enquiries from donors

Donations in person

Cheques

- 1 **Thank them**
- 2 **Ask for a cheque to be made payable to “Guy’s and St Thomas’ Charity”**
- 3 **Ask them to complete our standard donation form** if one is available – if you do not have one contact Ruth Bishop on ruth.bishop@gsttcharity.org.uk or extension 81204
- 4 **Make sure they complete their name and address** so that we can acknowledge their donation and claim back gift aid.
- 5 **Ask them if they are UK taxpayer and, if so, to agree to gift aid the donation by ticking the gift aid box.** Gift aid is a simple tax benefit for all charities which will cost them nothing and allow us to claim 28% extra on their donation for the fund. The donor does not have to do anything further
- 6 **Send the top copy of the form with the cheque to the Director of Finance, Guy’s and St Thomas’ Charity, 1st Floor Counting House, Guy’s Hospital.**
- 7 **Give a copy of the form as a receipt to the donor** and retain a copy.

Cash

- 1- 4 **Please follow steps 1 – 4 as above**
- 5 **Take the top copy of the form with the cash to Cashiers or to the Director of Finance, Guy’s and St Thomas’ Charity, 1st Floor Counting House, Guy’s Hospital.** If it is after 5pm retain the donation in a safe place in the department. Keep a copy of the form.

If you do not have the donation form to hand

Please follow steps 1 -2 and ask for the donor’s name and address and send the donation on to us in the ways detailed above with a note indicating what the donation is for. We can then write and thank the donor and send them a gift aid form.

Donation enquiries

If the person is on the phone **transfer them to Ruth Bishop on 81204 or James Varley on 81232.** Give them the full number as well just in case they get lost i.e. 020 7188 1204

If they just want to send a cheque ask them **to make it payable to “Guy’s and St Thomas’ Charity”** and send it to the address below including their name and address and the department they wish to benefit

The Director of Finance
Guy’s & St Thomas’ Charity
Freepost LON15724
London SE1 9YA

If you get any correspondence concerning donations or legacies in the post, please send this to us at the Counting House, Guy’s Hospital.

If you have any problems at all give us a call on 81232, 81204 or 81211

THANK YOU FOR YOUR HELP