



Sponsorship and Paying in Money



You can download a Sponsorship Form from the resources page of our website, or you can contact us to have one posted out to you. All sponsors (who aren't giving online) should fill in this form, remembering to tick the Gift Aid box if applicable. If the donor would rather not be known, you can simply record them as 'Anonymous'.

For Online Donations, we recommend setting up a Virgin Money Giving page, which will help people donate quickly and easily, as well as allowing you to share with your online friends! We have a guide you can download on the resources page of our website, or you can visit www.virginmoneygiving.com to get started!

- All cheques should be made payable to 'Link Community Development' and sent to us at **Dolphin House, 4 Hunter Square, Edinburgh, EH1 1QW**. Write your name and event on the back of each so we know to add the amount to your fundraising total, and please also include the full name and address of each donor.
- If you receive a cheque payable to yourself, you will have to cash this then write Link a cheque for the full amount.
- You should make sure that two people are present to count any cash. You should then record the total on the Events Record Form (which you can download from our website), ask both people to sign it, then send it in to us.

If you'd like to raise money through a street collection, please contact Link to check details of any collections already happening in your area or what you need to do to organise one.

To organise a collection on private property (e.g. a supermarket or pub) you must ensure you have permission from the owner beforehand.

Check with Link before making sponsorship approaches to national companies or trusts – we need to coordinate with any other approaches we are making from our central office.