

# 'How to' guide

## Donating funds

In accordance with charity law, you should return all money raised to ECHC no later than 28 days after your fundraising has taken place. If for any reason your fundraising plans change or are cancelled, please let us know as soon as possible. Funds raised offline can be paid to us in the following ways:

1. Making a card payment over the phone (0131 668 4949).
2. Paying by bank transfer to our account. Please contact me for details.
3. Sending a cheque to The Edinburgh Children's Hospital Charity, 20 Millerfield Place, Edinburgh, EH9 1LW.
4. Visiting our office during our opening hours of Monday to Friday, 9am to 5pm.

## Sponsor forms

If you require sponsor forms you require official ones from us as they include an important section on Gift Aid. In order for us to claim Gift Aid from the Government we need your taxpaying sponsors to fill in their home address and tick the Gift Aid box. By doing this we can claim an extra 25% on every donation made! There are just a couple of things that need to be done to ensure that we can claim:

1. Home addresses, including post codes.
2. A 'tick' in the 'Gift Aid' column.
3. Company addresses or ditto marks do not count.

Without the correct information we are unable to process those claims.



## Online fundraising

We would be delighted if you would use our online giving site with Everyday Hero. The page link is below and it is really simple to use. We recommend that you customise your page with a fun photo of yourself in your t-shirt and tell your supporters a bit about your challenge, as well as why you are supporting us.

[www.everydayhero.co.uk/event/teamechc](http://www.everydayhero.co.uk/event/teamechc)

## Employee matched funding

Some companies do employee matched funding for employees taking part in charitable activities. You may wish to ask if your parents employer does, as this could be a huge help in conquering your target.

## Use social media

Like our Facebook page ([facebook.com/echcharity](https://facebook.com/echcharity)) and follow us on Twitter (@echcharity) to keep up to date with all the latest news and events and tell us how you're getting on with your fundraising – you never know who you might inspire.

## Get press coverage

Please get in touch with us if you think your story would benefit from press coverage and promotion via our social media or our website ([www.echcharity.org](http://www.echcharity.org)).



Most importantly –  
have fun  
fundraising!