



NHS CHARITIES
TOGETHER



HOW TO HOST A BIG TEA PARTY

1. Print out your Big Tea Party materials such as bunting and poster from the BSUH Charity website:
<https://www.bsuh.nhs.uk/charity/events/>
2. Decide where you would like to hold your tea party.
3. Set a date. Most people will be raising their cuppa on 5th July at 3pm, but you can host yours any time around that date.
4. Begin inviting your friends, neighbours, family and colleagues. Put up your poster, use social media, and word of mouth to help you get everyone round for tea. Please tag us in your posts on Facebook and Twitter - @BSUHCharity.
6. Enjoy the Big Tea Party & collect your donations on the day!
7. Pay your collection in to BSUH Charity:
There are two ways to pay in your collection:
 - Cheque: You could collect cash on the day and pay in the total amount via cheque to BSUH Charity. If you add up the cash and want to write a cheque for the total, please complete the Charitable Fund Receipt with your donation information, and send it in with your Big Tea party donation (our postal address is below). The charitable fund receipt is available on the next page of this document.
 - Online: You could set up an online fundraising page and ask your guests to make secure donations to your page. Online donations are automatically deposited into the BSUH Charity bank account and directed to the area you care about.

You can set up your Big Tea Party fundraising page by going to this link:

<https://justgiving.com/campaign/bsuh2021bigtea>

Customise where your collection helps:

Your Big Tea Party can support any of our four hospitals: the Princess Royal Hospital, the Royal Alexandra Children's Hospital, the Royal Sussex County Hospital, or the Sussex Eye Hospital – or a ward or department that means something to you. Make sure you let us know if you have a preference.

If you have further questions or would like us to mail you out a hosting pack, please do not hesitate to get in touch UHSussex.charity@nhs.net or Tel: 01273 664708.

Address: BSUH Charity c/o the Post Room, Royal Sussex County Hospital, Eastern Road, BN2 5BE

Please ensure you adhere to the latest government Coronavirus restrictions in your area at the time of your event.

Thank you

Paying In Slip/Charitable Fund Receipt: Registered Charity No. 1050864.

Department: _____

Fund Number: 008 _ _ _ _ .



Date: _____

<p>Received From (Donor). Please enter first names and family name (*delete as appropriate) PLEASE PRINT.</p> <p>Mr/Mrs/Miss/Ms*</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>Postcode:</p> <p>Tel No:</p> <p>Email:</p>	<p>SOURCE of DONATION (please circle)</p> <p>a. Individual Gift (unsolicited)</p> <p>b. Community Event</p> <p>c. Sponsored Event</p> <p>d. Corporate Gift</p> <p>e. Regular Gift</p> <p>e. Other (in memory, tribute, etc.)</p> <p>.....</p> <p>.....</p>	<p>CASHIERS use only (cash):</p> <p>£50 _____</p> <p>£20 _____</p> <p>£10 _____</p> <p>£5 _____</p> <p>£2 _____</p> <p>£1 _____</p> <p>50p _____</p> <p>20p _____</p> <p>10p _____</p> <p>5p _____</p> <p>2p _____</p> <p>1p _____</p> <p>Total = £ _____</p>
<p>Amount: Cash /Cheque/Credit/Debit* (*delete as appropriate).</p> <p>In figures - £.....</p> <p>In words.....</p>	<p>Additional Notes:</p>	<p>Total</p> <p>£ _____</p> <p>Cashiers Signature:</p>

We like to keep supporters informed about our work. If would like to be updated about how your support improves patient care, please tick here:

Gift Aid – Boost your donation by 25p of Gift Aid for every £1 you donate.

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.



In order to Gift Aid your donation you must tick the box below.

- Please notify the charity if you:
- want to cancel this declaration
 - change your name or home address
 - no longer pay sufficient tax on your income and/or capital gains

I want to Gift Aid my donation of £_____ and any donations I make in the future or have made in the past 4 years to Brighton & Sussex University Hospitals NHS Trust Charitable Fund. I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

Donor Signature: _____ Date: _____

Prepared By (printed): _____ Date: _____
(signed) _____

Thank you very much for your kind donation.

For CASHIERS use only:
Charitable Fund Code: CRXH – 008 _ _ _ _ / (4571 / 4572 / 4535)
Donation / Legacy / Other Income

Batch Number: _____ Cashier Signature: _____ Date: _____