

# How to pay in your Offline Sponsorship

There are three ways to do this:

**1. CHEQUE:** Collect up all the money you have raised, and pay it into your bank. You can then send a **cheque** made payable to “Guy's and St Thomas' Hospital Charity” *along with any sponsorship forms you have completed* . Please mention that it is going towards Evelina London Children’s Hospital.

Please send to **Danielle Simkins, Fundraising and Supporter Development, King's College London, Virginia Woolf Building, 22 Kingsway, London WC2B 6LE.**

Please write your name and the name of the event you took part in on the back so that we can make sure that it goes against your fundraising total.

**2. PHONE:** Collect up all the money you have raised, and pay it into your bank. You can then call 020 7848 4701 and pay the total amount **over the phone**. You can then send us any completed sponsorship forms via post or email so that we are able to claim the gift aid.

**3. ONLINE GIVING PAGE:** Collect up all the money you have raised, and pay it into your bank. You can then pay this amount **onto your online fundraising page** if you have one, although *please be aware that we will not be able to claim gift aid if you make the payment onto your own page.*

*If you've raised your funds online via Justgiving or Virgin Money Giving there's nothing else you need to do as the funds are transferred directly to the hospital weekly.* Be sure to add in any money you’ve paid in offline as ‘offline sponsorship’ on your page so your friends and family can see how well you’re doing!

## **Collection tins**

If you have a collection tin, we ask that you please empty it and pay the funds directly into your account and then follow the instructions above to pay it in.

