Collecting sponsorship and sending it to Link

You can collect donations from your sponsors either online, or by asking for cash or cheques.

The advantages of asking people to give online include letting them pay by card (the world is increasingly cashless!) and reducing your work in counting cash and chasing down cheques. To allow people to give online, we recommend setting up a Virgin Money Giving page. We have a guide you can download here, or you can visit www.virginmoneygiving.com to get started!

If your friends and family would rather give you cash or cheques (or if you are doing a bucket collection for example), that’s absolutely fine too!

1. First, please download and print a sponsorship form, or you can contact us to have one posted out to you. Ideally all sponsors should fill in this form, remembering to tick the gift aid box if applicable - this allows us to claim an extra 25p from the UK government for every £1 donated. If the donor would rather not be known, you can simply record them as ‘Anonymous’, but note that we cannot then claim gift aid.

2. In the lead up to your challenge, ask sponsors to fill in the form to pledge their support. It’s up to you if you want to collect their cash and cheque donations as they pledge, or if you wait until after your challenge is complete. All cheques should be made payable to ‘Link Community Development’.

3. After your challenge event is complete, you should gather together all cheques and count up any cash. You should make sure that two people are present for the count, and then record the total on the cash collection form, ensuring both people sign it. We would urge you never to send cash in the post, and so you must either write Link a cheque for the full amount or arrange to drop it off with us in person.

4. Finally, you should send all cheques, cash collection forms and your completed sponsorship form to us at Dolphin House, 4 Hunter Square, Edinburgh, EH1 1QW.