

MEDICAL AID FOR POLAND FUND

www.mapf.org.uk

(Registered in England as a Charity No. 284461)

Patrons:

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FUND-RAISING GUIDELINES

Medical Aid for Poland Fund ("MAP") warmly welcomes fund raising initiatives. We set out below some general guidelines for those who are generously proposing to help raise funds.

1. The main purpose of any fund-raising initiatives must be to raise funds which are then sent to MAP in one of the ways described at the bottom of this page.
2. Funds received by MAP are then used for our main aim, which is sending Medical Aid to Poland, with only a limited amount going on our own unavoidable administrative costs.
3. So groups thinking of raising funds by arranging fetes or other events should include covering the costs of the event as part of their plans.
4. Any advertising of the event should clearly state the name of the Organiser at the beginning, for example "St Ignatius Parish Council" or "Birmingham Polish Students' Union".
5. The advertising should then state "Net proceeds to Medical Aid for Poland".
6. When the event is over, the Organiser may deduct some of the proceeds to cover costs of the event, keeping as much as possible as net proceeds to be sent to MAP.

Sending net proceeds to Medical Aid for Poland

1. Please send the net proceeds by way of bank transfer to our bank account
Account holder: The Medical Aid for Poland Fund
Sort code: 40-02-26
Account number: 32279630
Many bank online payment instruction forms have only 18 digits or less for the name of the business or person you are paying. In that case you can state "The Medical Aid".
2. In the payment description please state the name of the event. For example "St Ignatius church fete" or "Christmas sale".
3. Cash should be added up and deposited in our bank account with a suitable description.
4. Individual large donors should be asked to pay into the same bank account or send us a cheque payable to Medical Aid for Poland Fund.
5. They should send us a signed **Gift Aid Declaration** downloaded by visiting our website www.mapf.org.uk and choosing the tab **Give now**. Organisers should have spare copies.
6. Everyone else should donate using the **Just Giving** links on our website.
7. Please give our office details of Organisers and we will try to arrange a thank you letter from our Chair to those raising over £500.

The Treasurer
Medical Aid for Poland Fund

Honorary Executive Committee

Dr Bożena Laskiewicz* (Chairperson), Jan Ledóchowski (Treasurer), Anna Bentkowska* (Secretary),
Andrzej Błoński*, Andrzej Czerniajew, Hanna Groszek, Maria Jaczyńska, Irma Pietroń*,
Irena Potworowska, Krystyna Wilkinson (*Trustee)