

The Province of North Wales 2017 Festival in Support of the RMTGB

Application Procedure for a Festival Jewel

Criteria

Festival Steward:

A Brother will **immediately** be entitled to a Steward's Jewel once he pledges a sum of £500, payable either:

- By a monthly Standing Order payable to either their Lodge or the RMTGB or a combination of both, or
- By regular donation(s) by cash/cheque.

The Jewel may be worn throughout the entire Festival Period. The Jewel is provided free of charge

Festival Patron:

A Brother will **immediately** be entitled to a Patronage and hence a Patron's Bar on the Jewel, once he pledges £1,000, payable either:

- By a monthly Standing Order payable to either their Lodge or the RMTGB or a combination of both, or
- By regular donation(s) by cash/cheque.

The Bar can be attached to the Jewel and worn throughout the Festival Period. The Jewel/Bar is provided free of charge.

Many Brethren already operate an existing (open ended) Standing Order payable to their Lodge Charity Account. Such monies as are currently standing to their credit since the end of the 2006 Festival will count and be taken into consideration in regard to their pledge for either £500 or £1,000. Their Charity Steward will be able to provide this information.

Brethren **who take out a new Standing Order** of say £6 per month with effect from 1 January 2010, will by 2017 have accrued a balance of £504 (i.e. £6 per month x 12 x 7 years = £504). This option will ensure that they have pledged £500 which will **immediately** entitle them to receive a Festival Steward's Jewel.

Brethren **who do not currently have a standing order** in place are urged to start one as soon as possible, payable either to their Lodge / Chapter or the RMTGB. It is of no matter which payee option they choose, the Charity Steward will be able to provide the appropriate form. Brethren undertaking this option will **immediately** be entitled to receive the Festival Steward's/ Patron's Jewel as of the date of their pledge.

Brethren are reminded that it will be possible to 'top-up' their contributions at any time by cash/cheque. Furthermore their donations will be substantially enhanced by virtue of the Gift Aid scheme. All those who qualify (as tax payers) are strongly urged to complete and sign a Gift Aid form which will be available from their Charity Steward.

Continued overleaf

The Province of North Wales 2017 Festival in Support of the RMTGB

Application Procedure

It is proposed that a standard Entitlement Application Form be used (see Annex I).

1. A Brother / Companion would apply for a Jewel through his Lodge / Chapter Charity Steward.
2. The Charity Steward will complete the form, sign it and ask the Applicant to sign the pledge
3. The Charity Steward would then send the original signed hard copy form to the NWMBA Financial Administrator in the Provincial Office.
4. The Financial Administrator will register receipt of the application form and record the total pledged.
5. The Application Form will be scanned for electronic storage. The original will be retained as part of the audit trail and the Financial Administrator will forward the electronic copy to the RMTGB.
6. The RMTGB will validate the application and if in order, will issue and post the Jewel to the Applicant who will be entitled to wear it throughout the Festival Period.

General Notes:

- RMTGB Gift Aid Declaration Forms and Bankers Order Forms have been provided to every member in the Province together with a letter from the RWPGM and a copy of the 2017 Festival Brochure.
- Each Charity Steward should have in his possession sufficient Bankers Order Forms for making payment into the Lodge Charity Account together with NWMBA Gift Aid Declaration Forms. In the event that further copies of these documents are required the Charity Steward should contact the Financial Administrator, Jacqui Raco at the Provincial Office.
- Only UK residents (including members of UK Armed Forces and Crown Servants) who are taxpayers should complete a Gift Aid Declaration form.
- A Gift Aid Declaration may be made to accompany a single gift, or a fixed sum, monthly or annually over a period of time. When payments are made to either the RMTGB or the NWMBA via the Lodge Charity Return, Income Tax is added thereto at the Basic Rate, and the RMTGB / NWMBA is subsequently able to obtain a refund of this tax from the Inland Revenue. It is very important to ensure that the Gift Aid Declaration is signed and dated.
- By making a gift aid declaration the donor is confirming that:
 - He is a UK resident taxpayer who pays an amount of Income Tax or Capital Gains tax at least equal to the amount the RMTGB / NWMBA may reclaim on the donation(s),
 - He wants the RMTGB / NWMBA to reclaim the tax on all donations since 1 September 2006.
 - He undertakes to notify the RMTGB / NWMBA if he no longer pays an amount of Income Tax or Capital Gains Tax equal to the tax the RMTGB / NWMBA may reclaim on his donation(s) and of any change of address.

The Province of North Wales 2017 Festival in Support of the RMTGB

Annex I – Jewel Application Form

Entitlement Application for a North Wales 2017 Festival RMTGB Jewel

Applicant Name (*Block Capitals*) _____ ***Computer No** _____
(**As shown on Annual Charity Return*)

Applicants Full Address: (*Block Capitals*) _____

Post Code _____

Lodge/Chapter Name _____ **Number** _____

Type of Jewel applied for: (*Tick Box*) **STEWARD** **PATRON**

Amount already donated in cash: £ _____

Amount to be further contributed in cash: £ _____

Amount pledged by Standing Order: £ _____

Standing Order with: (*Tick Box*) **LODGE** **RMTGB**

Date Standing Order(s) commenced: _____

Total Amount Pledged: £ _____

Has the Applicant Gift Aided his Pledge? (*Tick Box*) **YES** **NO**

Signed _____ **Charity Steward** **Date** _____

Applicants Pledge

I _____ hereby pledge the sum of £ _____ to be donated to the *Royal Masonic Trust for Girls and Boys **and/or** *The North Wales Masonic Benevolent Association. (* delete as necessary) by the means shown above. I promise that any standing order taken out to cover part of, or the entire amount pledged, will remain valid until my pledge is fulfilled.

Signed _____ **Applicant** **Date** _____

Once completed, the Lodge Charity Steward should: - Forward the original form to the address shown below, give a copy to the applicant and retain a copy for his records.

The Financial Administrator,
The North Wales Masonic Benevolent Association,
8 Mostyn Avenue,
Llandudno
LL30 1YS