

# The do's and don'ts of claiming Gift Aid for your Coffee Morning



**Gift Aid allows you to boost every eligible donation you receive by 25% at no extra cost to you or your Coffee Morning guests. There are some rules around this, so we've put together some do's and don'ts to help you understand how it works:**

## Do

- Promote Gift Aid at your Coffee Morning! Ask your donors to fill in the donation Gift Aid form included in your kit if they make a cash donation.
- Familiarise yourself with the guidance on the Gift Aid form before your Coffee Morning. For Macmillan to claim Gift Aid on donations, we need to have the correct donor information on this form.
- During your event, check the Gift Aid form is being filled in correctly by your guests. Make sure there are no ditto marks (") entered on the form and that your supporters are entering their home address.
- Encourage guests to donate to your fundraising page (they can use your QR code stickers to go straight to donate) – they can Gift Aid their donation easily here.
- Before sending your forms in, please make sure that the total amount of donations on the form do not exceed the amount you are paying in. If the donations on the form total more than the amount banked, no Gift Aid on the form can be claimed.

## Don't

- If you fundraise by selling cakes, organising raffles or sweepstake games – the money raised from these activities cannot be claimed for Gift Aid. However, if you ask for voluntary donations to Macmillan for cakes and other food and drinks, this is different to selling them at a set price – your guests can claim Gift Aid on these voluntary donations. You can display your suggested donation amounts for your items as a guide for your guests.
- If you, as the host, pay in the money you have raised from your guests via your fundraising page (e.g., through your QR code), please do not apply Gift Aid to this payment. Only those who are donating their own money directly can claim Gift Aid.
- If someone makes an online donation via the QR code, they do not need to add their donation to the paper Gift Aid form – instead, they can claim Gift Aid as they donate online.
- Do not cover your pre-printed address on the Gift Aid form, we need this information to claim Gift Aid.



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