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July 2019

Dear Supporter

**LIONS SPONSORED CHARITY SWIM 2019:** SUNDAY 20 OCTOBER 2019

We are pleased to invite your organisation/club/school/business/group of friends to participate in our sponsored swim at Roedean School Swimming Pool. All you need is a team of any size to swim in relay style for 55 minutes. The event will start at 10.00 am, continuing until all teams have completed their session in the pool.

We ask you to seek your own sponsorship. When the money is collected, you may retain up to 50% for your own charitable purposes and donate the balance to the Lions for Lions’ community projects. As usual, the main beneficiary of the Lions’ share of the funds raised will be *the Chestnut Tree House Children’s Hospice.*

Please ask your sponsors to agree to our seeking to reclaim Gift Aid from HMRC on the proportion of the sponsorship you donate to the Lions. This goes towards our direct costs for the event, such as pool hire and lifeguard, with any balance being donated to Lions’ community projects. HMRC require donors’ names (at least initial and last name), and home address (at least house number or name and post code) to allow this. Please therefore ensure that this information is clearly recorded on the sponsor forms. If you want to claim gift aid on your retained portion please let us know and we will send you a copy of the sponsor forms. To be able to claim gift aid we must receive physical cash or sponsors’ personal cheques payable to R & S Lions, not an overall cheque for the total amount from your team.

If you would prefer to collect sponsorship using an online giving site we can arrange a MyDonate page for you. In this case 100% of your sponsorship will come direct to the Lions Club, but we can donate your share back to you. In this case we will claim Gift Aid on the full amount and you cannot reclaim it for your charity. Please let us know if you want to do it this way.

We hope that you can support the event. More of all of the forms are available on request. The Lions Challenge Shield will be held for the year by the team raising the most money.

Enclosed with this letter are copies of the:

* entry form
* sponsor form (only needed if you collect cash from sponsors, not if using MyDonate on line)
* general conditions and
* poster

Please return your completed entry forms to me as soon as possible, and no later than Friday, 11 October. Email is fine, or post to 2 Eileen Avenue, Saltdean, Brighton, BN2 8AD. (For email and phone numbers see the letterhead above.) *If you intend to enter, it would help our planning if you would inform us as far in advance as possible*.

Yours sincerely

Lion Ian Christie