

WHAT TO DO AFTER YOUR EVENT

It's tempting to pile everything up in a corner to sort out later after your event, but you need to think about the money you have raised straight away so it gets to us safely.

- Keep any money raised out of sight in a box that locks whenever possible. Be careful carrying cash around – try and have other people with you and keep it well hidden.
- After the event count up all the money and make sure all expenses have been paid out. The money you collect should be counted by two people and if possible, banked immediately using paying-in slips. If you can't bank it straight away, keep it sealed, safe, and bank it as soon as possible.
- Once the money has cleared in your bank account, please either pay it in via www.myactionaid.org.uk or post us a cheque with your payment form. (You will receive a payment form with your fundraising pack when you register your event. If you don't have one please contact us on 01460 238 000 or email events@actionaid.org)

We recommend using myactionaid as it reduces administration costs and we can instantly link your donation to your event.

If you do send a cheque, please make it payable to 'ActionAid' and post it with the payments form so we know who it has come from. Please don't send cash in the post.

CONTACT US

We have some pretty fine fundraising people at ActionAid who can help you get the most out of your event. So if you have any questions, concerns or just want to tell us your plans, here's who to contact...

Events and Community Engagement team

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