

# Memo

**From:** Michelle Cornish

**Dept:** Tesco Charity Trust

**Ext:** 50598 (01992 644598)

---

Thanks for your recent communication about matching staff fundraising. The Tesco Charity Trust can offer a 20% top-up to the money you are raising for charity subject to approval. I forward herewith:

- Application Form for 20% top-up on Staff fundraising
- Guidelines outlining criteria relating to the approval of a 20% top-up.
- Please read the Guidelines before completing the application form.
- Please return the completed form to me as soon as possible.

My postal address is:

Michelle Cornish, Tesco Charity Trust, Tesco House,  
Delamare Road, Cheshunt, Herts EN8 9SL

Or, alternatively, send through the orange bag or internal mail.

Many thanks

Michelle Cornish

Encs: Application Form  
Guidelines

**TESCO CHARITY TRUST**  
**APPLICATION FORM**  
for  
**20% TOP-UP ON STAFF FUNDRAISING**

**PLEASE READ THE ACOMPANYING GUIDELINES CAREFULLY BEFORE  
COMPLETING THIS FORM CLEARLY IN BLOCK CAPITALS**

**This application form is to be used to claim a 20% top-up on the money raised for local and national charities.**

You are **not required** to complete this form to claim 20% top up on fundraising for the Tesco Charity of the Year, Cancer Research UK, or for Cancer Research UK's Race for Life because the 20% top up is automatically added to money raised for these charities.

**For a team application, only the team leader should submit an application form.**

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Title (Mr, Ms, Miss, Mrs) \_\_\_\_\_ Employee No. \_\_\_\_\_

Job Title \_\_\_\_\_

Name of Tesco store/Distribution Depot/HO Dept /RSA Group \_\_\_\_\_

Store No. \_\_\_\_\_ Region No. \_\_\_\_\_

Work address (in full) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Name of charity/community organisation \_\_\_\_\_

\_\_\_\_\_ Registered Charity No. \_\_\_\_\_

What is the charity's field of work? (eg, children, hospices, elderly) \_\_\_\_\_

Date of fundraising event/challenge \_\_\_\_\_

What is the event/challenge? \_\_\_\_\_

\_\_\_\_\_

How many employees are involved? \_\_\_\_\_

How much do you expect to raise? \_\_\_\_\_

What are your plans to get media PR through local press, radio, etc? \_\_\_\_\_

\_\_\_\_\_

**I confirm that I have fully read the attached guidelines and I understand that my application is not approved until I have received an acknowledgement from the Tesco Charity Trust.**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

## **TESCO CHARITY TRUST STAFF FUNDRAISING 20% TOP-UP CRITERIA**

**This form is applicable to fundraising for charities (excluding Tesco Charity of the Year, Cancer Research UK, and Cancer Research UK's Race for Life)**

If you are a Tesco employee or a member of the Retired Staff Association, you are eligible to apply for a 20% top-up for your chosen charity.

### **Criteria**

- All staff and RSA Groups/Individuals must apply for the 20% top-up prior to the fundraising event.
- Registered UK charities or not for profit /voluntary organisations qualify for 20% top-up.
- The money raised must be a result of your own fundraising efforts, not the total money raised at an event/activity at which you were present.
  - For example - if you organised a sponsored bike ride with another organisation to raise money for charity, we will add the 20% top up to the money raised by Tesco employees, but not to the money raised by the event as a whole.
- Fundraising for individuals, money raised through collections or badge/ribbon sales and personal donations to a charity are **not** eligible for 20% top-up.
- 
- Top-up will be applied to the total amount you raise **excluding** Gift-aid.
- Top-up for Individual members of staff and RSA Groups/Individuals is capped at £2,000
  - For example, if you raise over £10,000 we will cap your top-up donation to £2,000
- Top-up on major fundraising events is capped at £10,000 and must be agreed by the Tesco Charity Trust prior to the event taking place.
  - If an activity is expected to raise more than £250,000, then the request will be referred to the Tesco Charity Trustees for consideration.
- In circumstances where staff are doing more than one event per year for the same charity, the top-up is limited to £2,000 per charity.

### **How to claim the 20% top –up**

- Complete the attached application form and return to Michelle Cornish, Tesco Charity Trust, New Tesco House, Delamare Road, Cheshunt, EN8 9SL or by email [Michelle.cornish@uk.tesco.com](mailto:Michelle.cornish@uk.tesco.com)
- You will receive confirmation that the 20% top up has been approved, together with a Fundraising Return Form.
- Collect all fundraising monies, and pay any fundraising expenses (if appropriate).
- Send fundraising proceeds to Michelle Cornish, Tesco Charity Trust, by cheque made payable to Tesco Charity Trust, together with the completed Fundraising Return Form.
- If you have already sent the money on to the charity, or fundraised on-line through JustGiving, please send me evidence of this. For example, a letter from the charity acknowledging receipt, or your JustGiving web page address.