

How to:

Donate and receive donations

There are so many different ways you can send money from one place to another. We want to ensure that if you're donating money to our charity, you know about the different ways you can donate it and – importantly - what's legal and what's not.

You can make a donation in a number of ways:

- hand your donation to our cashiers department at the University Hospital of North Tees
- send us a cheque, payable to **North Tees and Hartlepool NHS Foundation Trust Charitable Funds Account**, and let us know where you would like the money to go to
- log on to www.justgiving.com, select **North Tees and Hartlepool NHS FT Charitable Fund (1057682)** as your chosen charity and donate using a debit or credit card (*there may be a small charge for using credit cards*)

I want to do something to raise money for the trust's charity

Please fill in the application form and let us know what you are planning. If you would like a sponsor sheet, please contact nth-tr.charitablefunds@nhs.net who can provide you with one.

As soon as your event is over, please try and collect all the sponsorship money as quickly as possible and either:

- come to our cashiers department in University Hospital of North Tees with the money and your sponsor sheets and pay the money in. You will get a receipt for the money you have paid in
- pay online: www.nth.nhs.uk/payments
- pay the money into your own bank account and send us a cheque, payable to North Tees and Hartlepool NHS Foundation Trust Charitable Funds Account, then send us:
 - *a letter to say where you would like the money to go to*
 - *the cheque*
 - *the sponsor forms*

We will pay this into our account for you and send you a thank you letter.



JustGiving™

North Tees and Hartlepool NHS Foundation Trust Charitable Fund's official fundraising web-site is JustGiving.

This is a very easy and safe way to raise money for your chosen cause. You can set up your own page and add pictures and a few words about why you are raising the money.

All of the money goes directly to the trust and your page keeps a running total so you can see how well your fundraising is going. UK taxpayers can also gift aid their donations which means more money for your chosen ward or department.

For your own security we prefer that you fundraise this way. Just Giving donations are secure and they save the hassle of having to chase paper sponsorship forms.

Thank you!

Every day we hear from people who want to make a donation to our trust. Overwhelmed by the care they or a relative have received from our staff, they want to give something back.

This generosity means we can deliver even more quality care to those who need it most. Every penny is used to enhance the care we provide by investing in equipment and anything else that will make our patients' experience more comfortable. We want to support our staff and ensure they can continue to do a fantastic job of caring for our patients.

People who want to raise money often ask for help and advice and this guide aims to provide just that. Hopefully it will give you a few ideas for your fundraising and we have listed some useful contacts should you need any support or assistance from the trust.

Here at North Tees and Hartlepool NHS Foundation Trust we want to offer our patients the best care possible and our trust charity really helps to make that possible.

On behalf of everyone here at the trust, and most importantly the patients that we care for, I would like to offer my sincere thanks for your generosity.



Paul Garvin
Chairman

