

# Briefing sheet for cheque presentations

Every year, local groups, organisations, schools, businesses and individuals raise around £150,000 for Lymphoma Action through community fundraising activities.

We may be invited to attend a cheque presentation to thank the fundraisers for the money they have raised in aid of the Charity.

## What's involved

We will discuss the opportunity of attending a cheque presentation with you, following the Charity receiving a request. Typically, these requests come from community groups, such as rotary clubs, golf clubs and corporate supporters.

Your point of contact for this will be a member of the Fundraising Team.

On occasion, we are asked to deliver a talk or presentation to share information about the work of the Charity and how the money raised will make a difference. If so, we'll provide you with a branded presentation slide deck for you to use and script notes to help you deliver the content.

Please also refer to our briefing sheet for [Delivering community talks and presentations](#) for tips.



[fundraising@lymphoma-action.org.uk](mailto:fundraising@lymphoma-action.org.uk)



01296 619419

Additional information to read [here](#):

- Cash handling and fundraising
- Health, safety and wellbeing
- Personal safety checklist
- Sharing information responsibly

## What you need to know

- It's important that you read our [Cash handling and fundraising](#) guidance for safety and security information.
- In some instances, the organisers may ask for identification to prove you are representing Lymphoma Action. We can provide a confirmation letter and/or ID badge that authorises you to collect the cheque on behalf of the Charity.
- Please send or bank the cheque as soon as possible after the event, ideally on the same day or within two working days.
- Please send the cheque in the post to Lymphoma Action. We will reimburse the cost of postage through [expenses](#). Please send the cheque to: **Lymphoma Action, Unit 3, Bell Business Park, Smeaton Close, Aylesbury, HP19 8JR.**
- Always let the Fundraising Team know when you have posted the cheque so that we can track its return.