

GROOP

GIFT AID FUNDRAISING

One of the bonuses with using Groop is that the system can support donations and the process of gift aid. Districts can easily fundraise towards events and running costs.

Parents/ Individuals can simply complete their gift aid declaration online and can make their donation. All of the information required by Folk Office to make a gift aid claim can be downloaded as a report and submitted to the HRMC. Funds raised will then be paid out to Districts quarterly.

For more information on Gift Aid and how it works for Woodcraft Folk go to www.woodcraft.org.uk/resources/gift-aid-guidance-district-treasurers.

Email: groop@woodcraft.org.uk OR finance@woodcraft.org.uk



TO SEND OUT A DONATION REQUEST TO YOUR MEMBERS FOR AN EVENT OR RUNNING COSTS

- Go to GroopPay Admin
- Click the Create button
- Select the 'Donation request' button
- Input in the 'requested donation' amount. This is your suggested amount you'd like to achieve for your event, activity etc.
- Leave the minimum donation at 30p. This can not be removed as it covers the cost of online debit/credit card fees.
- Input your reference number/name so funds received will be identifiable
- In the message section you will need to include more detail about your fundraising efforts. Please follow the templates are available on our website www.woodcraft.org.uk/resources/gift-aid-guidance-district-treasurers
- You will then need to select the members who you wish to send the request.
- Click the send button

Individuals will then receive their request to pay by email. This link will remain live for 7 days. At this point they can select to either pay by credit/debit card online and tick the gift aid declaration box.

Or alternatively they can opt to pay offline (cheque, cash, bank transfer etc), you can manually pay this off the system, noting they wish to gift aid in the notes field and keep hold of their paper declaration form on file.

WHAT HAPPENS NEXT

The Woodcraft Folk finance team will download quarterly reports from Groop and will submit this information to the HRMC. Once funds are received these will be forwarded on to the relevant Group/Districts bank account.

Groups/Districts will need to continue to hold on to all paper Gift Aid declaration forms and evidence of funds received. The finance team will do random spot checks throughout the year to make sure that correct documentation is being kept.