



# Making the most of your Stewardship support form

A support form makes it easier for individuals to support you. Just print off the form provided and distribute it to your potential supporters. It contains all the information required for us to quickly and effectively receive gifts from your supporters and make grant payments to you.

## What you need to do now:

1.  **Print**

You never know when someone might want to support your work. Print a supply to keep handy and please remember to print double sided.

2.  **Share**

Share with potential supporters by including it in support letters, news updates and any other communication you circulate.

3.  **Complete**

Ask supporters to complete the form in full and return it to us. We'll do the rest and will contact them directly if there are any issues getting things set up.

4.  **Carry on doing what you're doing...**

You'll receive confirmation from us once any new giving is set up. Unless a supporter chooses to give anonymously, you can access their contact details from your recipient account at [stewardship.org.uk](http://stewardship.org.uk).

## Prefer to do it all online?

If you have already opted in for online access, a link to your personal profile page on [give.net](http://give.net) is provided on your support form. Your [give.net](http://give.net) profile page will allow supporters to set up regular and one-off giving online. Don't forget to share the link with supporters.

## What happens next?

When we receive a completed form from your supporters, we'll get their giving set up and let you know when everything is sorted.

## Don't forget we're here to help

Get in touch with our Giving Services Team on 020 8502 8560 or [giving@stewardship.org.uk](mailto:giving@stewardship.org.uk)

### Three golden rules

1. Please don't fiddle with the form. We cannot process support forms that have been tinkered with.
2. Please use this wording in any printed documents or online to explain your relationship with us...

"We are registered recipients with Stewardship, who have set up a support fund for our ministry. You can support us by making gifts to Stewardship for our fund. Where applicable, the value of your gifts may be increased by use of Gift Aid (worth 25% if you are a UK taxpayer)."

3. Special restrictions apply to close relative support - please check the Support Form (Section E:5) for further details.