

# SPONSORSHIP FORM INFORMATION SHEET



I hope that in whatever circumstances you are reading this information that your preparations are going well for your sponsored event. Oasis is very grateful that you have chosen to support us and give up your time to do so. We are always available for help and support in your endeavours so do not hesitate to contact the fundraising team on: 020 4921 4294 or [fundraising@oasisuk.org](mailto:fundraising@oasisuk.org).

Previously, completing traditional sponsorship forms was the only way to record donations for sponsored events. We now have the benefit of Justgiving and our own website, which enables gifts to be monitored and processed in a much more efficient way. If you are unfamiliar with Justgiving.co.uk or OasisUK.org, please take a few minutes to check them out as using those resources will save you a lot of time and Oasis a lot of money in man hours!

However, we recognise that some givers will never be happy to donate online and some would not give anything unless you were there encouraging them to complete the form! Therefore the traditional sponsorship form is still available and we recommend that you compliment it with a personalised cover sheet, including event details and the reasons that you are taking part.

In order to help us in processing your sponsorship, please note the following.

When using our sponsorship form please ensure that your sponsors:

- Write legibly – for obvious reasons!
- Provide their home address, NOT work address, for Gift Aid purposes
- Do not write “You know!” or “Same as before” etc in the address column
- Include AT LEAST their surname for Gift Aid purposes

When sending in the form(s) and cheque(s) please ensure that:

- You only send payment for the donations included on that form; it is very tricky to track monies paid that relate to gifts recorded on subsequent forms
- Cheques are made payable to Oasis or Oasis UK
- All sponsorship forms have your name on

N.B. If a sponsor’s partner pays tax and the donation can be classed as deriving from a joint account, then we can still claim Gift Aid.

SEND FORMS / CHEQUES TO:  
Supporter Relations  
Oasis UK  
1 Kennington Road  
LONDON  
SE1 7QP

EMAIL PHOTOS AND FUNDRAISING STORIES TO:  
[fundraising@oasisuk.org](mailto:fundraising@oasisuk.org) for the attention of Supporter Relations

