



Oxon Berks and Bucks
KT Nursing School Appeal
Relief Chest No: KT1070

Charity Stewards' Guide

Contents

Page No

Message from the Provincial Prior	
Personal donations - Regular and Single	1-3
Unit - Preceptory donations	4
Donating from a Relief Chest	5
Contacting the Relief Chest Team	6
Thank you message from Trustee	7



Foreword by RE Kt Dean White Provincial Prior



"I am delight to introduce this appeal which is a first within our fantastic Order. In support the Nursing School at the St John of Jerusalem Eye Hospital we are ensuring the future of that great endeavor. Irrespective of the skill of the Doctors it is the nurses who provide the round the clock care and ensure that our patients can return to their communities to carry on with the rest of their lives.

My wish is that you relish the fundraising events, please attend them and enjoy the companionship that this shared endeavor will bring. Thank you, Brother Knights, for striving to ensure we reach our goal.

If after reading this guide, questions still remain, please talk with our provincial Charity Rep, E Kt Jamie Ingham Clark, who will try to happily fill in any gaps.

I am proud of you all and offer my warmest thanks to each and every one of you for supporting this unique appeal. I am, of course, also indebted to Jamie, whose original initiative it was and look forward to receiving news of your fund raising triumphs."

RE Kt Dean White
Provincial Prior for Oxfordshire, Berkshire and Buckinghamshire
March 2026



Personal Donations

Regular donation:

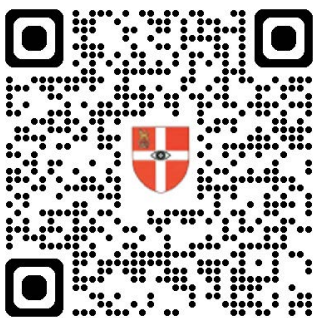
By post:

- ✓ The donor must complete details of the account to be debited and sign and date the Direct Debit mandate at the top of the form.
- ✓ Enter the following details:
 - Amount
 - Frequency
 - Length of the Direct Debit Instruction.
- ✓ Fill in the personal details and tick the Gift Aid box if applicable
- ✓ Send the completed form to the Relief Chest office.

Online:

- ✓ Set up a Direct Debit Instruction by visiting: <https://donate.mcf.org.uk/donate-relief-chest/> enter **KT1070** as the Chest number

Quick link:



By telephone:

- ✓ Call our dedicated line on **020 3146 3345** (Open Monday to Thursday 9:30am to 4:30pm, Friday 9:30am to 3:30pm)
- ✓ The donor must have the following details to hand:
 - Full name and Address
 - Bank account number and sort code
 - Donation amount, frequency and duration of Direct Debit
 - Relief Chest number (**KT1070**) into which your donation is to be made
 - Details of your Lodge/Chapter
- ✓ Please note that calls will be recorded in accordance with Direct Debit & Gift Aid rules.



Personal Donations

Single donation by:

Cheque:

- ✓ Complete the Single Donation form or Combined Single & Regular Donation form.
- ✓ Make all cheques and vouchers payable to **“The Relief Chest Scheme”**
- ✓ If the donor wishes to Gift Aid the donation, the following details must be completed:
 - Full name and Address
 - Tick the relevant box
 - Date the form.
- ✓ Enter the **Preceptory number** to be credited.
- ✓ Post the completed form and cheque to the Relief Chest office.

Credit/Debit card:

- ✓ **Post:** Complete card details and the amount to be donated.
 - If the donor wishes to Gift Aid the donation, the details as listed above must be present
 - Post the completed form to the Relief Chest Office.
- ✓ **Telephone:** Donations can be made by calling **020 3959 2807** (open Monday-Thursday 9.30am-4.30pm, Friday 9.30am-3.30pm).
- ✓ **Online:** Card donations can be made by visiting <https://donate.givetap.co.uk/f/masonic-charitable-foundation/kt1070-provincial-priory-oxon-berks--and--bucks>



QR Code:

Donations can be made using a smart phone by scanning the QR code below.



- Scan QR code below
- enter amount
- enter personal details
- enter address
- enter **Preceptory name and number**
- pay by card/mobile/Google pay
- confirm gift aid declaration



Important -for Honorifics purposes please enter PRECEPTORY NAME AND NUMBER Under Lodge/Chapter field

Name of the Lodge/Chapter

Include the Masonic unit, "Lodge" or "Chapter"

Number of the Lodge/Chapter to be credited

eg. L1234


Online:

<https://donate.givetap.co.uk/f/masonic-charitable-foundation/kt1070-provincial-priory-oxon-berks--and--bucks>

Oxon Berks and Bucks KT Nursing School Appeal

£410.00 (+ £2.50 of Gift Aid)
Raised by 0 fundraisers and 3 supporters

[Become a fundraiser >](#) [Donate now](#)



KT1070 - Provincial Priory Oxon, Berks & Bucks

KT1070 - Provincial Priory Oxon, Berks & Bucks

[Become a fundraiser >](#)





Donating from a Relief Chest:



Making a donation to the Oxon Berks and Bucks KT Nursing School Appeal



Transferring funds from a Relief Chest

Funds held in a Relief Chest can be transferred to the Oxon Berks and Bucks KT Nursing School Appeal Relief Chest. Transfer can be made using a Green form or e-voucher.

Green Form

- Write **Oxon Berks and Bucks KT Nursing School Appeal** as the charity name
- Write **KT1070** as the registered charity number
- add amount in numbers and words
- sign the form
- return the form to Relief Chest Scheme

e-Voucher

- visit <https://mcf.org.uk/support-our-work/relief-chest/e-voucher-service/>
- Click on Request a Payment
- Register (your name and email address)
- Confirm registration (via email)
- Start a new voucher, Find chest details

• **Relief Chest Number: KT1070**

Amount: £0.00

- add second signatory details
- submit the voucher

If the donation to be allocated to individuals for honorific purposes, complete the transfer allocation form separately and return to the Relief Chest Scheme.

E-voucher service

Our E-voucher service allows Relief Chest holders to request payments to charities online.

Request a payment in three easy steps

1. Find your Relief Chest
2. Choose your charity and donation amount
3. Confirm and approve

REQUEST A PAYMENT

Please note, as per the rules of the scheme, green forms are only issued to the listed Relief Chest representative of the Lodge/Chapter Relief Chest. If you require a supply of Green forms please contact the Relief Chest Scheme office. Similarly, to register for the e-voucher service, you must be the listed Relief Chest representative.



Once completed, please send the Green Voucher to:
Relief Chest Scheme, 60 Great Queen Street, London, WC2B 5AZ
Tel: 020 3146 3352 Email: reliefchest@mcf.org.uk



Relief Chest Scheme contact details:

Queries on;

QR code/Online donations:

Jack Coventry

Email: jcoventry@mcf.org.uk

Telephone: 020 3146 3349

Regular donations:

Ashraf Muwawu

Email: amuwawu@mcf.org.uk

Telephone: 020 3959 2807

Donations from a Relief Chest:

Karon Chatterton

Email: kchatterton@mcf.org.uk

Telephone: 020 3146 3348

Postal and Bank transfers:

Mitchell Huett

Email: mhuett@mcf.org.uk

General queries:

Telephone : 020 3146 3352

Email: reliefchest@mcf.org.uk

Address: Relief Chest Scheme| 60 Great Queen Street| London | WC2B 5AZ



Thank You

The nursing school is a vital part of the operations of the St John of Jerusalem Eye Hospital Group. It has been training nurses in one form or another since 1960. This resource is not only for the Hospital but is the only ophthalmic nursing school in the region and therefore serves the whole community. This initiative shows the innovative ways in which the KT has cooperated with the Eye Hospital over more than 100 years. Supporting the Sir Stephen Miller Nursing School ensures not only a supply of well trained nurses for the operations of the Eye Hospital but also ensures continuing care for the whole region for years to come.

On behalf of the patients, staff and Board of the St John of Jerusalem Eye Hospital Group, I would like to thank each and every one of the OBB KT province who has in the past and will contribute to this great cause. Feel assured that what you do now will change the lives of those living with the ever present threat of losing their eyesight in this region.

Jamie Ingham Clark, KStJ, PGtSwdB
Trustee, SJEHG

