

# Sackville College Friends

High Street  
East Grinstead  
RH19 3BX

Tel : 01342 323414

Reg. Charity No. 220488

Email: friends@sackvillecollege.org.uk

The College is an Almshouse in a unique Grade 1 listed building (1609). The College opens to the public for guided tours from mid-June to mid-September by prior booking. Also, during the year, a number of events are held such as opening at the East Grinstead May Fair. The College receives no government funding, so contributions from visitors are very important. The Guides & Helpers are all volunteers.

By becoming a Friend of Sackville College, you can help in a variety of ways: helping on the days the College is open, for example on the gate or selling souvenirs, welcoming visitors and assisting our team of volunteer guides. Needless to say subscriptions by themselves are most welcome!

Friends also meet on the last Friday of each month to help with garden maintenance and other jobs within the College buildings.

In addition: -

- Free admission to the College
- Newsletters
- Events including a "Friend's" Carol Service
- Discounts on :
  - Tickets for musical events, talks and other events at the College
  - Hiring the public rooms for meetings, receptions and presentations.

**Return to :** Sackville College Friends  
Mr & Mrs S. Metcalfe  
51 Court Crescent  
East Grinstead  
West Sussex RH19 3TP

I / We would like to become an Associate Member (Friend) of Sackville College :  
Please complete in BLOCK CAPITALS

Title \_\_\_\_\_ First name(s) \_\_\_\_\_

Surname \_\_\_\_\_

Full Home address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Tel No \_\_\_\_\_

**Please provide an email address if possible as this is our preferred method of communicating with you and keeps our postage costs low**

Email (please print clearly) \_\_\_\_\_

**Subscription £10.00 Individual  / £15.00 Couple  .**

Bank Transfer Sackville College

Sort Code 30-92-92 A/C No 00227262

please use **SC Friends** for the reference

Cash

Credit/Debit Card, Please call the

office 01342 323414 Monday-Friday 10-12noon

Please also inform Sackville College Friends Secretaries [friends@sackvillecollege.org.uk](mailto:friends@sackvillecollege.org.uk)

**Are you a UK taxpayer?**

If so, you can use Gift Aid to make your Subscriptions (and donations) go further by completing this declaration. If you Gift Aid your donation, Sackville College can claim Gift Aid tax relief of 25p on every pound you give.

Please complete the form attached.

Your details will not be passed to any third party and will only be used to administer Friends membership. The privacy policy can be viewed here <http://sackvillecollege.org.uk/Files/Friends/Privacy%20Policy.pdf>

## Charity Gift Aid Declaration

**Boost your donation by 25p of Gift Aid for every £1 you donate**

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

**In order to Gift Aid your donation you must tick the box below:**

I want to Gift Aid my donation of £\_\_\_\_\_ and any donations I make in the future

**Name of Charity: Sackville College**

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

### My Details

Title \_\_\_\_\_ First name or initial(s) \_\_\_\_\_

Surname \_\_\_\_\_

Full Home address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Date \_\_\_\_\_

### Please notify the charity if you:

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.