

# Contribution 2019

Read this first please



Britain Yearly Meeting  
of the Religious  
Society of Friends

Dear Friend

## Why you are being sent this package

This package of contribution materials for 2019 is sent to you by the Britain Yearly Meeting (BYM) Meeting and Donor Relations Team on behalf of the Yearly Meeting Treasurer, Linda Batten.

We have sent it to you because our records show that you are the person who receives these materials for a local or area meeting, as indicated on the mailing label for this package. If you think we've made a mistake in sending it to you or have any other questions contact:

**Gaby Scott**, Treasurers' and Clerks' Support Officer  
email: gabys@quaker.org.uk, tel: 020 7663 1045

The package contains:

- A letter from the Yearly Meeting Treasurer introducing the contribution materials and setting out BYM's financial need for 2019.
- The combination and quantity of contribution leaflets and forms that we have listed for the meeting.

## Using these materials to support your annual appeal

The materials in this package are to support your annual appeal for funds for your local meetings, your area meeting and for BYM. You don't need to use these materials straight away. It's up to your meeting to decide the most appropriate time to make its annual appeal.

Meetings ask Friends to give in different ways. Some area meetings ask that all financial contributions should go via the local meeting and then donations are passed on to the area meeting and to BYM. Some meetings encourage direct giving to the area meeting and to BYM. These decisions affect which forms you normally give to Friends.

In asking for contributions it's a good idea to use as many different ways as you can to explain what the money is needed for and to ask Friends to give. This is because people take in information in different ways. You can:

- write to Friends directly
- write a piece for your meeting newsletter
- speak after a meeting for worship
- speak at a business meeting.

*continues overleaf*

There are notes to help you prepare to speak about the work of BYM at [www.quaker.org.uk/contributions](http://www.quaker.org.uk/contributions) along with all the 2019 contribution materials.

The contribution leaflet explains how money given to BYM will be used for Quaker work. You will see from the leaflet and the introductory letter that the Yearly Meeting Treasurer is asking Friends, through their meetings or as individuals, to raise £3 million to fund Quaker work in 2019. This goal works out to an average of £225 per member. Please remember that this is a guideline figure only and does not mean the Yearly Meeting Treasurer is expecting every Friend to give £225, rather that each Friend give with equal generosity what they can afford.

### **The 'Giving through a meeting' form**

- **General Data Protection Regulation (GDPR)**

If you have asked for the standard 'Giving through a meeting' form then you will see that we have added a line near the top of the form to help treasurers conform to the GDPR that came into effect on 25 May 2018. If you are not the treasurer please would you point this out to them.

- **Setting up standing orders (SO) to the meeting**

The form has been designed so that Friends wanting to set up a standing order complete the form including the SO instruction and give the whole form to the treasurer. The treasurer should then check the meeting bank details are correct and also record the amount expected to be paid into the meeting bank account so they can match incoming payments. The treasurer should detach the SO instruction and pass the original to the Friend's bank for processing. If the treasurer uses a different system then, to avoid confusion, please make this clear to Friends, otherwise SOs may not be processed as a result.

Thank you for all that you do to help support our yearly meeting.

In Friendship



**Blake Humphries**

Head of Internal Communications & Fundraising

*PS If you'd like to change either the quantity or the type of material we should send next year please contact Gaby Scott, her contact details are on the first page of this letter.*