

## **SPONSORSHIP FORMS**

When filling in your Sponsorship Forms, we would be very grateful if you could read these guidelines and follow them, so as to make our accounting and administration easier.

- a) Please use the form that corresponds to the payment method Cheque, Cash or Foreign Currency.
- b) **Please place your name, Entrant Number and year of entry on the back of every cheque and attach firmly, in order, to the back of the Sponsorship Form. Where donors' names are not clear on the cheque, please print again on the back.**

For cash please attach firmly to the Sponsorship Form and place in an envelope with your name, Entrant Number and year of entry printed on the front.

- c) **If you have received cash donations, but hand in a personal cheque to cover them (which we would prefer), please place the cheque details underneath the list of sponsor names on the CASH SPONSORSHIP form. Please provide only ONE covering cheque PER Cash Sponsorship form, and use a new Cash Sponsorship form for any “loose” cash. **PLEASE ENDEAVOUR NOT TO BRING CASH SPONSORSHIP TO THE RHINO CHARGE VENUE.****
- d) Please PRINT the sponsor's name and the amount of the donation clearly. If your friends/colleagues/suppliers are willing to donate money to the Rhino Ark, we are anxious to recognise their generosity by naming each and every one of them in our Arkive Magazine.
- e) If there is a donation “to come” please place the details on a separate form, and we will attach the donation to it once it arrives.
- f) If a donation has been sent to our office in the UK please make sure that we receive all the details here in the Nairobi office.

**THANK YOU VERY MUCH INDEED!**