



Interchristian Fellowships' Evangelical Mission (IcFEM Gap Programme- Kenya)

Accelerating Community Transformation

Holy Living & Hard Work

PROJECT FUNDRAISING INSTRUCTIONS

Sponsorship is strictly only for funds to help deliver the project(s) you will be doing when in Kimilili. It is not for your own expenses. If you are seeking financial support to help with your personal expenses, this must be done separately, and may not be done in the name of IcFEM or using IcFEM documents bearing the IcFEM-Mission (Europe) UK charity number.

Please only use the official IcFEM Gap Programme sponsorship form, and ensure that it is filled-in correctly. When you have completed your fundraising, you should draw a line through all blank lines on each form which has been started.

And please keep the form(s) safe as they are required by the IcFEM-Mission (Europe) office. If you need more sponsorship forms, photocopy the first one or download another one from the website, gap-volunteers.icfem-mission.org.

WHAT TO DO WITH THE MONEY YOU'VE RAISED- once you've recorded all the sponsors details, collect the money as soon as possible.

1. Send a cheque for the total together with all sponsorship forms, which have been fully or partially completed, to IcFEM-Mission (Europe) at their UK address below; and make it payable to them. IcFEM-Mission (Europe) receives donations for IcFEM Kenya and can claim any Gift Aid indicated on the form.

Mission Headquarters

IcFEM Mission, Private Bag, Kimilili, 50204
Western Kenya, East Africa
Tel: +254 55 21252

E-mail: gap-programme@icfem.org & office@icfem.org
Website: www.icfem-mission.org &
www.gap-volunteers.icfem-mission.org
Registration Number: 19347



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2. If any sponsors wish to give by cheque, they should make the cheque out to 'IcFEM-Mission (Europe)', and all such cheques should be sent with the sponsorship forms.
3. At the same time, please send an email to the Gap Programme Administrator in Kimilili (email address; gap-programme@icfem.org) confirming how much you have raised and sent to IcFEM-Mission (Europe).
4. PLEASE DON'T SEND CASH THROUGH THE POST - IT'S NOT SAFE!!!
5. If you have any questions about this, you can telephone the IcFEM-Mission (Europe) office on 020 8394 2464.

In addition, please bring a photocopy of the form(s) and give it to the Gap Programme Administrator in Kimilili when you arrive.

Your Fundraising Form needs to be sent to

**IcFEM-Mission (Europe),
Kolmio, Wallace Fields,
Epsom, Surrey,
KT17 3AS, UK**

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