

KEY DATES

To help you make the most of City Giving Day, the Lord Mayor will be hosting a series of breakfast events at the Mansion House. All of these events provide plenty of opportunity to discuss ideas and network.



FEBRUARY THURSDAY

7

Launch Breakfast

Learn more about **City Giving Day 2019**, find out what other companies are planning to do and how your company can build on the foundations of last year.

APRIL THURSDAY

4

Engagement Breakfast

An opportunity to learn what the Lord Mayor's team are planning this year and how you will be supported in the build up to **City Giving Day 2019**.

JUNE THURSDAY

19

Engagement Breakfast

Another opportunity to hear from some of the other companies taking part this year and to share ideas.

DEADLINE DATES:

FEBRUARY 8 FRIDAY

Deadline for City A.M. inclusion

Register by 8 February and be included in the first **City Giving Day** recently joined list in City A.M.

APRIL 30 MONDAY

Deadline for inclusion in the Stock Exchange draw

Register by 30 April for an opportunity to join the Lord Mayor at the London Stock Exchange on **City Giving Day** to open the markets. Names will be drawn from a hat.

JUNE 29 FRIDAY

Deadline for inclusion in Lord Mayor visit draw

Register by 29 June and tell us what you've got planned for **City Giving Day** and be in with a chance of being part of the Lord Mayor's Tour.

“One of the best things about City Giving Day for me was the chance to get to know and work with the other businesses in our building — we brought together insurance firms, law firms and the management company to offer a building-wide fundraising activity that we could all contribute to.”

Francesca Campbell, Corporate Responsibility Manager (UK), RSA Group

SEPTEMBER 24

**SEPTEMBER
TUESDAY**

3

Countdown Breakfast

Your opportunity to hear from some of the other companies taking part this year and leave with top tips and a checklist so you can make the most of your **City Giving Day**.

TUESDAY

City Giving Day 2019

Starting with a photocall for all registered companies at Guildhall Yard.

**OCTOBER
TUESDAY**

29

Thank You Reception

Our opportunity to say thank you to this year's participants and to celebrate the great things you have achieved.



FOR MORE INFORMATION

📞 020 7332 3177
✉ cgd@thelordmayorsappeal.org
🐦 @LMAppeal #CGD #GoRed
REGISTER YOUR ORGANISATION
lordmayorsappeal.org/cgd

Useful organisations

There are a number of organisations that can help with corporate volunteering projects, including:

Do It: www.do-it.org

Timebank: www.timebank.org.uk

City Action: www.city-action.org

CAF: cafonline.org

Benefacto: www.benefacto.org

ELBA: www.elba-1.org.uk

If you're organising a sponsored fundraising event for **City Giving Day**, it's worth setting up an online sponsorship account with companies like Just Giving or Virgin Money – this makes collecting sponsorship money really easy and your sponsors can opt in for Gift Aid too. Gift Aid allows UK charities to claim back the basic rate tax already paid on donations by the donor. This means charities can claim back 25p for every £1 donated from the government, boosting the value of the donation by a quarter.



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Q. Do we have to register to take part?

A. Yes. By letting us know you are taking part we can support you with your activities and include you on our roll of honour and other PR activities – joining you up with the rest of the City so that together we can create a much bigger impact.

Q. My company isn't in the Square Mile, can we still take part?

A. Absolutely! We recognise there are many businesses outside of the Square Mile doing a lot of good for their communities and we are happy to share that story. All you need to do is register online.

Q. Can I collaborate with another company on the day?

A. Yes, the day is all about uniting the City and we would encourage businesses to join up to celebrate the good they do. We already know of some companies who are organising this between themselves.

Q. How do we make a donation?

A. Donations can be made by cheque, BACS or credit card – see page 13 for more details.

Q. Can the Lord Mayor come to visit our office?

A. The Lord Mayor would love to visit every business taking part, but the day is only 24 hours long! If you register before the 29 June you will be entered into a draw to win a visit from the Lord Mayor. You will be informed by the end of August if you have been selected as part of the Lord Mayor's **City Giving Day** route.

If you have any further questions please contact the CGD team at cgd@thelordmayorsappeal.org or 020 7332 3177



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