

Can I recommend someone? Checklist for validation

Does the person you are considering qualify?

- 1) Does the person needing help live in an area which is roughly the generally recognised area of Godalming-Farncombe-Aaron's Hill-Milford-Hambledon?
- 2) Do you know their full address including postcode?
- 3) Do you know that there is an immediate presenting need and can you vouch for this?
Egs: Broken washing machine and cannot afford a new one
Car crash and both parents off work recovering
Someone has lost their job and is struggling before payments kick in
Work in the gig-economy and work has dried up and there is a big bill to pay

Can we verify who you are and that you are held in good standing in the local community?

- 4) How are you known to us? Can you 'tick **just one** of these' because as we are a local church charity we operate on a high degree of trust:
 - a. Are you a member of Busbridge&Hambledon Church? See the application form for details
 - b. Are you connected to the church in some way and known to us? (you had your child baptised here, got married here... something that means we know you are 'real' – if in doubt, get in touch or fill the form in and let us make enquiries if we need to)
 - c. Are you a known and respected official in the Godalming community (eg GP, Police, Council, parish or town councillor)
 - d. Are you a local Head Teacher of a school or nursery? See the application form for why we don't ask head teachers to fill in identifying information about a recipient family
 - e. Are you the leader of a local Churches Together Christian church?

About identifying details

- 5) Are you willing to provide your full contact details? Please see the application form about GDPR and how we do *not* contact you or add you to a mailing list or use your information for other purposes
- 6) Are you willing for the form to be kept by us for confidential audit purposes only?
- 7) Do you know the person/family with the need and can you explain clearly how you know them? We don't keep their details either or contact them other than to offer a gift (where possible) or for confidential audit purposes
- 8) You can confirm that you are not related to those with the need or live in the same house as them?

If you can answer those basic areas, please fill the form in and leave us to do the rest.

What to do with the completed form

Email to pastoral@bhcgodalming.org

Or

post to CFSF (Confidential) The Church Office at The Old Rectory, Old Rectory Gardens, Godalming, Surrey GU7 1XB.

Please note that we are a small Fund and we do not enter into further discussion about applications.