



### Stop Hunger paying-in process

- All Stop Hunger Foundation funds raised through a fundraising activity must be counted / submitted by delegated person, and where possible verified by a second delegate.
- Once the fundraising activity has concluded, the delegated person must complete the below paying-in form and email it to [OperationalTreasury.UKandIE@sodexo.com](mailto:OperationalTreasury.UKandIE@sodexo.com) as well as [StopHunger.UKandIE@sodexo.com](mailto:StopHunger.UKandIE@sodexo.com) so we are aware of the payment being made. This process is vital for auditing purposes.
- Where possible, the delegate should also send this to their local Stop Hunger Charity Champion so they can maintain a record of your segment’s fundraising contributions.

### Stop Hunger paying-in slip

Please fill in the details below and follow the process above when submitting.

<b>Name of unit:</b>	e.g. One Southampton Row
<b>Your name and email address:</b>	e.g. Joanna Bloggs / Joanna.Bloggs@sodexo.com
<b>Date funds banked:</b>	e.g. 12 May 2021
<b>Amount:</b>	e.g. £100
<b>Method of payment:</b>	e.g. bank transfer and bank payment reference number, online donation platform (SponsorMe page), etc
<b>Reason for donation:</b>	e.g. AstraZeneca bake sale / sponsored walk / etc

