



Give online:  
[www.campaign.ox.ac.uk/herbaria](http://www.campaign.ox.ac.uk/herbaria)

## About my gift

I wish to support Oxford by giving to:

- The University of Oxford Herbaria  
 The University's Area of Greatest Need  
 Other: .....  
 \*please specify

Please check all that apply:

- I wish to remain anonymous  
 My company will match my gift (appropriate form enclosed)  
 I would like information about leaving a gift in my will

## International Giving

Tax-effective donations can be made in a number of different countries via the following online donation forms:

- US:** Americans for Oxford, Inc: [www.oxfordna.org/donate](http://www.oxfordna.org/donate)  
**Europe:** Transnational Giving Europe: [www.transnationalgiving.eu/](http://www.transnationalgiving.eu/)  
**Switzerland:** Swiss Friends of Oxford: [www.oxfordfriends.ch](http://www.oxfordfriends.ch)  
**Hong Kong:** China Office: [www.oxfordchina.org](http://www.oxfordchina.org)  
**Canada:** Canadian tax payers can request a tax receipt.

Please visit [www.campaign.ox.ac.uk/worldwide](http://www.campaign.ox.ac.uk/worldwide) for information on making a donation from other countries.

## Regular Gift

I would like to make a regular gift of:

£20  £50  £100

Other: .....

Monthly  Quarterly  Annually

Starting on 01/ / until further notice

(please allow three weeks before the first payment is taken)

Bank/ Building Society name: .....

Account Number: .....

Bank Sort Code: .....

INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY: Please pay Direct Debits to the University of Oxford Development Trust from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the University of Oxford Development Trust and, if so, details will be passed electronically to my Bank or Building Society.

## Single Gift

I would like to make a single gift of:

£50  £100  £200  £300  Other: .....

Please make cheques payable to: University of Oxford Development Trust Fund

I enclose a  Cheque  CAF Cheque

Please debit my  Visa  Mastercard

Name on card: .....

Card no. ....

Expiry date: / / Start date (if applicable): / /

## Boost your donation by 25% with Gift Aid (UK taxpayers only)

*giftaid it*

I would like the University of Oxford Development Trust Fund to treat this donation (and any other donations I may make from this date of declaration until I notify you otherwise) as a Gift Aid donation. I understand that if I pay less Income Tax and/ or Capital Gains tax than the amount of Gift Aid claimed on all my donations in that tax year, it is my responsibility to pay any difference.

## Keep in touch

I would like to receive emails from the University of Oxford about:

- The impact of donations like mine  
 Biology news and events  
 Biology fundraising priorities

## Contact details

Matriculation year (if applicable): .....

Title: ..... First name: ..... Surname: .....

Address: .....

.....Postcode: .....

Email: .....

Telephone: ..... Alumni card no. (if applicable): .....

Signature: .....

Date: .....

I confirm my instructions above.

Give online: [www.campaign.ox.ac.uk/herbaria](http://www.campaign.ox.ac.uk/herbaria)

Alternatively, complete this form and return to:  
 University of Oxford Development Office,  
 Wellington Square, Oxford, OX1 2JD United Kingdom  
 T +44 (0)1865 611530 F +44 (0)1865 611531  
 E [enquiries@devoff.ox.ac.uk](mailto:enquiries@devoff.ox.ac.uk) [www.campaign.ox.ac.uk](http://www.campaign.ox.ac.uk)

Thank you for your support



Registered with  
**FUNDRAISING  
REGULATOR**

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for Privacy Notice



"£50,000 will bring the legume collection to life online for international researchers tackling the most pressing challenges that face humanity over the next few decades"  
Stephen Harris,  
Druce Curator (Herbaria)

40,000  
type specimens

Only  
15%  
available  
online

Over  
1,000,000  
samples in our collection

Founded in  
1667

## Privacy Notice

### How we use your data

The personal data you provided on this form will be used by the University of Oxford to process your donation in accordance with our contractual and legal obligations, and to meet our legitimate interest of alumni and supporter engagement, fundraising and stewardship. We will use your data to: record information about your giving, including any gift agreements, memberships, or correspondence relevant to your donation; communicate with you about the impact of your donation and other appeals that may be of interest to you; record your updated contact details and mailing preferences; record your preferences regarding the external reporting of your donation; and record information about your willingness and capacity to support our charitable objectives, which may be provided by you or from information in the public domain.

### Who has access to your data

The data you provided will be stored and shared across the collegiate University of Oxford, including with its relevant clubs and societies if appropriate, in accordance with the University's policies and procedures via our shared relationship management system. You have the right to object to the processing of your personal data at any time. The University and participating colleges are both "data controllers", meaning you can contact either the University or your college if you have questions about your data. We may also need to share it with third parties supporting the processing of your transaction. We will only do this in appropriate circumstances, for specified purposes, by secure means, using the minimum amount necessary, and with the relevant data sharing agreements in place. We do not and will not sell your data.

### How long we keep your data

We consider our relationship with our donors, supporters and alumni to be lifelong and we will retain most of your data indefinitely unless you request otherwise.

### Your rights

You have the right to opt-out of direct marketing at any time. You also have the rights to request access to and correction or erasure of your data; to request transfer of your data to another party; or to object to the processing of your data or request that such processing is restricted. For full details on how we treat your information, including your rights, please see our Privacy Notice at <https://www.campaign.ox.ac.uk/privacy-notice> or you can request a hard copy from our Database team. If you would like to exercise your rights, opt-out, or are dissatisfied with the way we have used your information, please contact us at [database@devoff.ox.ac.uk](mailto:database@devoff.ox.ac.uk) or telephone +44 (0)1865 611530. You may also contact our Data Protection Officer at [dpo@ox.ac.uk](mailto:dpo@ox.ac.uk). If you remain dissatisfied, you may lodge a complaint with the Information Commissioner's Office at: <https://ico.org.uk/concerns/>

## Direct Debit Guarantee (UK regular donations only)

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If you request University of Oxford Development Trust (OUDT) to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If there are any changes to the amount, date or frequency of your Direct Debit, OUDT will notify you ten (10) working days in advance of your account being debited or as otherwise agreed.
- If an error is made in the payment of your Direct Debit, by OUDT or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when OUDT asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

## Charitable Status

All gifts are processed by the University of Oxford Development Trust Fund (OUDT). Your kind gift will be held in the specific OUDT fund whose purposes most closely correspond to the area you wish to support and shall then be applied in accordance with the purposes of the relevant fund. Details of the funds can be found at [www.admin.ox.ac.uk/trusts/oudt](http://www.admin.ox.ac.uk/trusts/oudt). Wishes expressed shall not give rise to new trusts or other legally binding obligations. Every gift will contribute towards the Oxford Thinking Campaign.

The objects of OUDT are to procure, assist and secure the advancement of education, learning, teaching, scholarship and research at or in connection with the University of Oxford, its colleges and societies. OUDT is administered by the University and established for a special purpose in connection with the University. It is therefore an exempt charity for the purpose of charity legislation. As such, it has full charitable status; albeit it is exempt from the requirement to register as a charity with the Charity Commission, and therefore does not have a Charity registration number. OUDT's HMRC reference number is XN80595.

## Americans for Oxford

Gifts from our US donors are received by Americans for Oxford. Americans for Oxford, Inc. (AFO) is a 501(c)(3) tax-exempt organization (recognized by the U.S. Internal Revenue Service) which seeks gifts to benefit the University and its colleges. In compliance with IRS regulations, the Board of Directors of AFO maintains complete discretion over allocation of gifts it receives. Gifts to AFO qualify for an income tax deduction to the full extent allowed by law.