



Registered Charity Number: 1174402

The Cynthia Spencer Memory Tree Terms and Conditions

- There is a limit of leaves on the Memory Tree at any one time.
- If the tree is full at the time your form is received your leaf will be added when the next space becomes available. You will be notified in this event.
- The colour of leaves available are bronze, silver and gold. Each leaf is limited to up to 75 characters, including punctuation and spaces. Please indicate clearly upper and lower case and leave a blank space between each word.
- Cynthia Spencer Hospice reserves the right to approve all wording and refuse any application at its discretion.
- The message engraved on your leaf will appear as you have instructed, so please check spelling you provide.
- Any donations you make for a leaf is in addition to any funds already received. We cannot backdate donations to purchase a leaf.
- In exceptional circumstances, Cynthia Spencer Hospice reserves the right to move or relocate the Memory Tree to another appropriate site within the Hospice premises.
- Any personal information you share with us will be stored in line with the General Data Protection Regulation 2018. We will not share personal information with third parties.
- It is important to us that we can contact you with regards to your dedication, however we would also like to stay in touch to let you know how your support makes a difference and other ways you can get involved. We shall ask how you would like us to communicate with you if you are agreeable.
- For those who chose to pay for their leaf by Direct Debit, your leaf will remain on the tree whilst your Direct Debit is running. However, we will write to you at the end of the first 12-month period with an update on the Memory Tree, including a picture of your special engraved leaf in place on the tree.
- For those who chose to pay for their leaf via a one-off payment, towards the end of the dedication period, we will contact you and offer to renew the leaf for a further 12-month period. If you do not wish to renew your dedication, your leaf will be removed from the tree and returned to you to keep. The period begins when your leaf is first displayed.