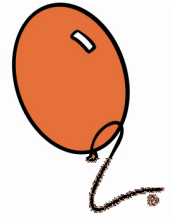


Breath of Life Tribute Funds

Frequently Asked Questions



**British Lung
Foundation**

General Questions

- **What is a Breath of Life Fund?**

A Breath of Life Fund is a Tribute Fund set up to celebrate the life on an individual. It is a positive and simple way for friends and family to remember a loved one and in their name help the British Lung Foundation to support everyone affected by lung disease.

- **Who can set up a Breath of Life Tribute Fund?**

Anyone can set up a Breath of Life Tribute Fund, although most frequently it is a relative or close friend.

- **How long will my Breath of Life Tribute Fund be open for?**

Breath of Life funds are a lasting tribute commemorating a loved one's life. They can stay open for as long as you wish and anyone can donate to them.

- **I have a Breath of Life Tribute Fund but I can't find it online.**

Have you set up your online Page? - Tribute Funds are not automatically added online. This is an extra feature which some fund holders like because you can upload pictures, donate directly into the fund, create fundraising pages specifically for the Tribute Fund and leave messages.

Have you selected the page as searchable when creating the online page? - If you haven't, log in, click on 'Edit Breath of Life Fund details' and make sure the box next to "Searchable" is ticked.

- **I don't want an online page, can I still have a Breath of Life Tribute Fund?**

Yes, to set up an offline Breath of Life Tribute Fund in memory of your loved one you can either email [Rebecca Brazier](mailto:Rebecca.Brazier@britishlung.org) or call her on 020 7078 7920.

- **Will I be given regular updates about my Breath of Life Tribute Fund?**

Yes, we send a newsletter up to twice a year which gives you an up to date fund total and information about where your money has been spent as well as new ideas to fundraise for your Breath of Life Tribute Fund.

- **How do I receive a commemorative tree for my Breath of Life Tribute Fund?**

When your fund total reaches £2,000, as a thank you, we will give you the opportunity to dedicate a tree in memory of your loved one. We will send you a letter with a map of all the different Woodland Trust sites that you can dedicate a tree in. Once you have chosen a site, you can send the form

back and a certificate and a map of where your tree is within the site will be sent to you.

- **How do I raise money for my Tribute Fund?**

There are a number of different ways to raise money for your Tribute Fund, anything from a cake sale to an overseas challenge or even just on special occasions such as birthdays or anniversaries. For further information on taking part in an event, contact our events team by emailing [the Events team](#) or visit the [events web page](#).

- **What about security?**

You will be using a secure connection to create your page and a password-protected account will be set up for you to make any changes.

Creating an online Tribute Fund page

- **How do I set up a Breath of Life Tribute Fund for my loved one?**

It is very easy to set up a Breath of Life Fund and create a page that is personal to your loved one. You will need a valid email address and you will also need to login or register to [our site](#), if you have not already done so. Registering should only take a couple of minutes but you will need access to your email to activate your account. Once you are logged in, you will just need to enter the name of the person you are honouring and write something about them and add a photograph, if you would like.

- **I have set up a Fund but haven't received the confirmation email when creating the online page for my Breath of Life Tribute Fund.**

This may be because the email has filtered into your junk mail depending on your security settings.

- **My page keeps freezing when I try to upload a picture**

This may be because the image is too large, try resizing it or using a smaller image.

- **How do I tell my friends and family about my page?**

Simply log into your administration area to email your friends and family using our email tool.

- **What do I have to do once my page is set up and friends and family are notified?**

As the person who has set up the Fund, when you are logged in, you will be able to write journal entries, upload photographs (please note there is a maximum limit of 24 photos), delete any Visitors' Book entries that have been written by visitors to the site and which you feel are inappropriate.

You and visitors to your page will also be able to write in the Visitors' Book as well as set up secondary funds for any event and/or occasion where you or they would like to make a collection for the Tribute Fund. So, if someone

in your family is getting married or one of your friends is running a marathon, they can set up their own page and all the money that they raise through their event will be credited into the Tribute Fund you have set up.

Donating to your Tribute Fund

- **How do I donate to an existing Breath of Life Tribute Fund?**

There are a number of ways you can donate to an existing Breath of Life Tribute Fund; online, by post or by telephone. For a full range of options look at our [Tribute Fund page](#).

- **My donation that I sent in the post is not showing on the online page.**

These 'offline' donations are added to your online fund once a month when the new fund totals are up to date. This is usually within the first couple of weeks of the month.

- **I have an online fundraising page for my event sponsorship, can this be added to my Breath of Life Tribute Fund?**

Yes, many people take part in events and create a [Virgin Money Giving](#) or [JustGiving](#) page to collect their sponsorship. This sponsorship money will be added once a month when the new fund totals are up to date.

- **Can Gift Aid amounts be added to my Breath of Life Tribute Fund?**

Unfortunately not. However, if you donate online or through the post, please do still tick the Gift Aid box if you are a UK taxpayer so that the British Lung Foundation can still claim Gift Aid on your donations.

- **Can I set up a Direct Debit for my Breath of Life Tribute Fund?**

Yes of course you can. To start a Direct Debit use our [online page](#) or [download a Direct Debit form](#) and post or fax it to us.

- **I already have a direct debit set up, can this go into my Breath of Life Tribute Fund?**

Yes, please call 020 7078 7920 or email [Rebecca Brazier](#) for this to be arranged.

Editing your online Breath of Life page

- **Can I change the wording and image on my page after setting it up?**

Yes, by logging into your account on the Breath of Life Tribute Fund page, and clicking "Edit Breath of Life fund details" you can easily update the image, message, journal, photographs, send more emails to friends and family or change your password or email address.

- **Can I add an offline amount raised onto the online page?**

It is possible to have offline amounts added onto the page, but unfortunately it isn't possible for fundholders to do this. If you would like an

offline amount added to the online page, please email [Rebecca Brazier](#). Please note that offline donations are currently added to the online pages once a month when the new fund totals are up to date.

More information

If you would like any further information on Breath of Life Tribute Funds, then please do not hesitate to email [Rebecca Brazier](#) or call her on **020 7078 7920**.