Community Association
Proposal for Donation

Situation:
Detail the current situation to provide context for your request.

Please edit this text box:
Example: there are currently 24 students actively playing chess who represent the school at weekend tournaments and parents are currently paying $5.00 to $10.00 per tournament and travel as an out of pocket expense. On Sunday 3 March 2013 the school is going to be represented by 18 students at the XYZ Tournament at St Ritas. This tournament will cost $5 per student. This is the largest number of St Andrew students that have ever participated in a single tournament. As appreciation and promotion of chess I would like to request a CA donation of $90 to cover the costs of entry for the tournament. This would be extremely beneficial to some of the participant families as the costs can be a burden if you have more than two children playing in the tournament (this applies currently to two families).

Background:
Provide a background and history to support why the request is proposed.

Please edit this text box:
Example: Chess has been a well supported activity in St Andrews for the past x amount of years with participants ranging from the age of 8 to 12. Ms Jane Doe/Myself organises and provides lessons during lunch breaks to encourage and promote this activity. This activity is provided at a minimal cost to the students which parents pay by cash through the office on a term by term basis. On top of this cost every year we attend 5 tournaments, which a variety of students participate, and we rely on parent transportation. Some families have more than one child playing which increases their costs.

Analysis:
Provide the basis of all calculations, quotes, time lines and monetary requests. It is advisable if you are attaching a quote that there be more than one and to declare any conflict of interest (ie my brother-in-law is the supplier)

Please edit this text box:
Example: On Sunday 3 March 2013 the school is going to be represented by 18 students at the XYZ Tournament at St Rita’s. This tournament will cost $5 per student with the total cost of entry for St Andrew’s being $90. There are no conflicts of interests. I would request that the donation be provided prior to 28 February 2013.
Outcome Recommendation:
Provide your view on the positive results if a donation is provided.

Please edit this text box:
Example: I would recommend that this proposal be accepted. Chess is a highly profiled activity within St Andrews with good participation. Hopefully this will encourage others to participate and also ease the financial burden on families that commit week after week to not only chess but numerous events. If this proposal is accepted may I please collect the donation prior to 28 February 2013 so I can arrange to pay for admission prior to the event?

Signed:
Name: ___________________________ Date: ________________
Contact No. & Email: ____________________________________________
Supporting Documentation Attached: Yes/No

Community Association Use Only
Approved to proceed: Yes / No
Date presented to Committee: __________________________
Comments:
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