



CH@T! Charity Event Proposal Form:

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Please return this form to ch@t at the Junior office

today's date _____

PROPOSED EVENT DATE: _____ TIME: _____ CLASS: _____

EVENT TITLE & VENUE: _____

YOUR NAME: _____

YOUR EMAIL: _____ YOUR HANDPHONE NUMBER: _____

WHICH CHARITY ARE YOU SUPPORTING?

CHARITY CONTACT DETAILS:

ADDRESS: _____

EMAIL & WEBSITE: _____

METHOD & DETAILS OF PAYMENT (for fundraising activities/events) AMOUNT RAISED: \$ _____

Bank Account Details (for Bank Transfer/ Online Donations): | Cheque Payee Details (and address if different to above):

WHICH AREA WILL YOU BE SUPPORTING? WHERE WILL THE SUPPORT BE BASED?

- The elderly or infirm
- Children / Education needs
- People with disabilities
- Environmental causes / agricultural development
- Animal welfare / conservation
- Other—please specify _____
- Singapore
- South East Asia
- Other - Please specify _____

YOUR DESCRIPTION OF THE PROPOSED CHARITY EVENT:

REASONS FOR SUPPORTING THE CHARITY:

HOW WILL TTS STUDENTS BE INVOLVED / WHAT INTERACTION WILL THEY HAVE WITH THE CHARITY? (IN LINE WITH THE SCHOOL'S RESPONSIBLE CITIZENSHIP POLICY):

YOUR SIGNATURE _____

CLASS TEACHER'S SIGNATURE _____

HEAD OF YEAR/KEY STAGE _____

CH@T ADMINISTRATOR'S SIGNATURE _____

HEAD OF INFANT/ JUNIOR / SENIOR SCHOOL _____

CHECK LIST	DATE
PRIOR TO THE EVENT	
Check school calendar and with PTA, to avoid duplication of events and clashes	
Check out the Charity	
Ch@t confirm activity /event may go ahead	
Discussion with event proposer: notes (furniture required/ assistance needed/ other resources etc.)	
Check with operations / security, if necessary	
Proof reading of any promotional leaflets/posters etc.	
Publicity of event: notes (news letters/notice boards etc)	
AFTER THE EVENT	
Review of event: notes (how did it go?) Description: Student Involvement: Outcome, including amount raised:	
Monies received by Finance Department	
Monies remitted to Charity	
Acknowledgement of receipt of funds from Charity	
Update CH@T webpage (inclusive of photos)	
Submission of details to Ch@t directory and database	