



THE QUEEN'S COLLEGE OLD STUDENTS' ASSOCIATION (GUYANA) (QC-OSA)

Alumni Room, Queen's College, Camp Road & Thomas Lands, Georgetown, Guyana

qcosa.executive@queenscollege.edu.gy

DONATION REQUEST FORM

A. REQUESTOR INFORMATION

Name of Requestor

Relationship to Queen's College

Mailing Address

Telephone Number

Email Address

Have you previously applied for assistance from QC-OSA? _____ If so, was it approved or denied? _____

If you have previously received support from QC-OSA, state when and amount(s).

B. PROGRAM/EVENT INFORMATION

Name of Event or Program

Date of Event or Program

Purpose of Event or Program (*continue on separate page if necessary*)

What type of donation are you seeking? (*continue on separate page if necessary*)

If seeking monetary donation, state amount and list supporting documents attached (*continue on separate page if necessary*)

How will a donation from QC-OSA assist? State whether the donation will cover the entire event/program and whether there will be any other donor(s) (*give particulars and continue on a separate page if necessary*)

How will the donation of QC-OSA be recognized? _____

If approved, by what date is the donation required? _____

If a monetary donation is requested, who should the cheque be made payable to? _____

C. TERMS AND CONDITIONS

- QC-OSA is a not for profit association which renders assistance and support to Queen’s College, Guyana.
- Due to the large number of requests which we receive we are unable to guarantee a favourable response to all donation requests.
- Requests should be submitted no less than four (4) weeks in advance of the event or program.
- All requests from Teachers or Students of Queen’s College must be co-signed by the Principal thereof.
- QC-OSA will not consider requests for re-imbursement of funds already expended.
- Requests for monetary donations must be accompanied by all relevant supporting documents. Quotations must be itemized by quantity, unit cost, subtotal and state the date of validity of the Quotation.
- Donation requests for the payment for goods and/or services must be accompanied by Quotations from three (3) different merchants.
- QC-OSA reserves the right, in its sole discretion, to:
 - request such further information and documentation in order to process your request
 - refuse any request
 - attach such terms and conditions to the donation as it deems fit
 - effect payments to such third parties.
- Completed Forms together with supporting documents may be submitted either in person at the Alumni Room or via email as set out above.

D. SIGNATURE

I hereby affirm that the information provided herein is true and correct and that I have read, understand and agree to the aforesaid terms and conditions.

Signature of Requestor: _____

Date: _____

Signature of Principal: _____

Date: _____

<u>FOR OFFICAL USE ONLY</u>	
Date of Receipt: _____	Request No.: _____
Approved: [<input type="checkbox"/>]	Declined: [<input type="checkbox"/>]
Other: [<input type="checkbox"/>] _____	
Date considered by Committee of Management: _____	
Signature of President: _____	Date: _____