



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

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

qcosaguyana@gmail.com

## 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-imbusement 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: \_\_\_\_\_

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