 **OISPA**

**AUTUMN ALLOCATIONS 2019**

Dear OIS Staff, Students and Parents,

Throughout the school year, the OIS Parents’ Association organises events and programs that create a more enriching environment for the staff, children and parents of OIS. Through some of these activities the OISPA raises money that is destined to:

1. Fund events and activities throughout the school year (i.e Welcome Coffees, Overall Achievement Awards, Staff Appreciation, refreshments at sports events, etc)
2. Purchase equipment/items to enrich the school environment

The OISPA welcomes your suggestions for equipment/items to enrich the school, as well as requests for funding for events that are planned for the 2019/2020 school year.

Attached is a form that can be filled out with your ideas. Applications without a quote/budget or applications including equipment/items covered by the corresponding School Department budget will not be considered.

We ask you to please submit your suggestions in writing to the OISPA (mailbox located next to multipurpose hall or e-mail at info@oispa.com). ***The deadline for submissions is Wednesday November 20, 2019*.**

Thank you for your support throughout the year and we look forward to receiving your great ideas.

**OISPA Allocations Coordinator**



2019 Autumn Allocations – Application Form

Deadline for submissions: Wednesday November 20, 2019

Person/Group submitting suggestion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact Information (telephone/e-mail): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Proposed Item or Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reasons/benefits to school/students: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Age/Year groups that will use equipment or participate in event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost of proposed item(s)/event:

* Please list all costs, including taxes, delivery costs, assembly costs, etc.
* Please provide a detailed quote (for items) or budget (for events), please use an additional sheet as required.

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Person(s) responsible for following up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature

**THANK YOU FOR YOUR IDEAS!**