



BEST Foundation
Bawlf Educational Support Team

Appendix Documents



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BEST Foundation FUNDRAISER SUMMARY

FUNDRAISER: _____

CHAIR NAME: _____ EMAIL: _____ PHONE#: _____

CAMPAIGN DATES: _____ DELIVERY DATE: _____

TOTAL SALES: _____

NET PROFIT: _____ % EARNINGS (NET PROFIT/TOTAL SALES) X 100: _____

TOTAL EXPENSES: _____ BUDGET: _____ DATE APPROVED (Meeting) _____

SUMMARY OF EXPENSES:

Date	Payee	Description	Amount
Total:			

SUMMARY OF DEPOSITS (Complete using 'FANHS Cash and Cheque Summary Form'):

Date	Submitted by	Amount (cash and cheques)	Treasurer use only Deposit Slip # and/or Deposit Date
Total:			

Please attach all itemized invoices and statements received for this fundraiser.



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Volunteer Induction Checklist				
Executive member name and signature -				
Volunteer Name:		Volunteer Start Date:		
Volunteer Signature:				
	Action	Done	Date	Comments
<i>Health and Safety Issues</i>				
1	Executive and volunteer co-ordinator identified and contact information given			
2	volunteers roles explained			
3	Location of welfare facilities (toilets, kitchen etc)			
5	Specific training for tasks to be undertaken			
6	Specific risk assessment information relating to tasks to be undertaken			
<i>Practical information</i>				
8	Explanation of organisation/ project procedures			
9	Explanation of how to claim volunteer expenses			
<i>Policy and procedure information</i>				
10	Volunteering Policy discussed and/ or copy given			
12	Confidentiality policy discussed and/ or copy given			
13	Data Protection policy discussed and/ or copy given			
17	Volunteer Support & Supervision Procedures explained			
18	Other policies and procedures appropriate to role/ project			
Additional Comments				