

SARASWATH LEARNING FOUNDATION

Application for conducting & Reporting Interactive Session (IS) program

Name of conducting organization, address, Ph #			
IS Co-ordinator's contact Name,Phone,E-mail			
IS objective (What the IS is going to achieve?)			
Proposed date(s)	Start:	End:	# of days:
Venue			
Number of attendees	Expected	Actual	
# of girls/# of boys			
# Instructors/# Volunteers			
Total budget for the Camp/IS	Estimate	Actual (Provide all receipts)	Requested from SLF
Boarding			
Lodging			
Transportation			
Remuneration for Instructors			
Materials			
Total expenditure			
Local Contribution			
Total requested from SLF			
Name & signature of requestor			Date:
Guidelines: 1. Ensure compliance, safety and strict discipline - assign the right people as wardens for the residences if any. 2. Provide a list of participants and contact (parents' name, occupation, income, address, phone #, school) 3. Try to use local resources - volunteers, parents, instructors, camp venue, vegetables, grains, food items, etc. 4. Try to include core topics - sports/games/yoga/pranayama/meditation/music/dance/drama/Indian heritage & culture/economics/science and technology to improve life, volunteerism, helping others, etc. 5. Camp should have inauguration and closure ceremonies. 6. Explain about SLF - its mission and success; Ask how participants and parents can help; get their commitment. 7. Get participants' evaluation and feedback about the camp at the end. 8. Provide a final report . All receipts must be submitted for reimbursement			
SLF office use only			
SLF ID Number:	Approved [Yes/NO]		Date
Approved amount:			
Approver Signature			
Remarks			
Email the completed form to slf@saraswath.org or send application to <india Address>			Revision 2020v1.0

