

Zonta International District 16 Project 2016 - 18 – Information Sheet

BACKGROUND

Clubs voted to continue with the Sophie Elliot Foundation (SEF) as our District Project for the 2016 - 2018 biennium. The Memorandum of Understanding between Zonta International District 16 and SEF has been updated and was signed on 28.8.2016 which formalises our agreement.

Lyn Farry has agreed to continue as the District Project Coordinator 2016 -18. Lyn is responsible for coordinating D16's relationship with SEF and will be the primary point of contact between District 16 and SEF. All communication must go through her as she will be in touch with SEF on a regular basis.

If you require information about the project, please contact Lyn Farry as follows:

Telephone: P: 03 455 8623 M: 021 760 928

E-mail: lynfarry@hotmail.com

CLUB DONATIONS TO SEF

As this is a District Project the District 16 Treasurer, Barbara Astill, will be responsible for coordinating the collection of donations from Clubs, and paying the donations from Clubs to SEF.

Please send any donations from your fundraising activities to the District 16 Treasurer as follows:

Cheques – Please mail to:	Direct deposit – Please deposit to:
Barbara Astill District 16 Treasurer 2016-2018 P O Box 82175 Highland Park Auckland 2143	ZI District 16 Bank Account: ASB Account Number: 12-3115-0070619-00 Please use the following reference: D16 Project (club name).
When sending a cheque please indicate in the accompanying correspondence that the funds are for the District 16 2016-18 SEF Project. When depositing directly into the D16 bank account please send an email to the Treasurer advising that funds have been deposited for the District 16 2016-18 SEF Project	

The Club will receive confirmation of the donation and be issued with the receipt.

The District 16 Treasurer will pay the funds to SEF on a quarterly basis (or more frequently depending on the number and value of donations received).

The District 16 Treasurer will provide a reconciliation of funds received from Clubs and paid to SEF to the District 16 Governor and the District 16 Project Coordinator on a quarterly basis.

An annual reconciliation of funds donated and distributed will be provided to Clubs at the District 16 Conference in accordance with the District 16 Rules of Procedure (dated 29th September 2013).

If you have any queries regarding donations to the project, please contact Barbara Astill as follows:

Telephone: 09 534 9956 or 021 920 079

E-mail: treasurerd16@zonta.org.nz

CONCLUSION

We look forward to a positive relationship with SEF and to all Clubs' enthusiastic support for this important project.

Janet Hope
District 16 Governor

Lyn Farry
District 16 Project Coordinator