



DAME ALICE OWEN'S SCHOOL
TEACHING BLOCK APPEAL EQUIPMENT SPONSOR FORM

Help us to kit out a classroom in the new Teaching Block. We need enough desks and chairs for 30 students in each of the 18 classrooms plus a teacher's desk and chair and other items. We would very much welcome sponsorship for any of the following piece(s) of classroom equipment.

I would like to sponsor the following equipment:

EQUIPMENT	COST	Qty	TOTAL DONATION
Teacher's Desk	£140		
Teacher's Chair	£52		
Classroom Desk	£53		
Classroom Chair	£23		
Filing Cabinet	£93		
Storage Cupboard	£172		
Classroom PC	£315		
Projector (for Teaching Wall)	£1,200		
Interactive Touch Screen Teaching TV	£3,500		
Name a classroom (a plaque will be placed over the door with the name of your choice. Please contact Mrs Jackie Campbell for more information on this)	Significant donations		
One off Donation – Please specify amount:			

Please note that donors contributing in excess of £5000 will be invited to have their name included on a plaque of sponsors in the new Teaching Block.

Now please complete the attached payment form.

**Please return form to the Finance Department,
Dame Alice Owen's School, Dugdale Hill Lane, Potters Bar, Herts, EN6 2DU**



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PAYMENT FORM

I would like to forward my sponsorship/one off donation by: Cheque /Wisepay/
(Please Circle)

I am (please circle): Current parent or carer / Current Staff Member / Old Owenian / Past
Parent / Other _____

By Cheque: Please make cheques payable to **Dame Alice Owen's School**. Complete details
below and return both forms with the cheque to the Finance Office.

By WisePay: Please go to the following link to pay by WisePay, and click on the Fundraising Section:
<https://www.wisepay.co.uk/schools/hertfordshire/DameAliceOwensSchool/wisepay.htm>

***** GIFT AID - IT IS VERY IMPORTANT YOU FILL IN THIS SECTION *****

**Please treat any and all donations that I make to Dame Alice Owen's School on or
after the date of this declaration (unless and until I inform you otherwise) as Gift Aid
and reclaim tax on them. I will pay an amount of UK Income Tax or Capital Gains
Tax at least equal to the tax Dame Alice Owen's School will reclaim. YES /NO (Circle as appropriate)**

Signed _____ Date _____

Surname _____ Mr/Mrs/Miss/Ms/Other _____ (specify)

Forename(s) _____

Address _____

_____ POST CODE _____

Telephone No _____

E-mail Address _____

Name of Student at school (if applicable) _____

FOR OFFICE USE ONLY

REF. No _____

**Please remember to notify the school if you no longer pay an amount of income tax
or capital gains tax equal to the tax we reclaim on your donations.**

HMRC Charity Ref: XR13232

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