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ST THOMAS ALLOTMENTS  
ASSOCIATION

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Form for prior approval of any  
Events, Projects or Purchase Proposals

***THIS FORM MUST BE COMPLETED AND SUBMITTED for prior approval by the STAA Committee BEFORE anyone begins ANY event, project or purchase which may impact on the resources, money, financial arrangements, or time, of STAA. Any of our members or plot-holders may make a proposal using this form.***

**PART ONE: SUMMARY**

**1a. Name of main organiser:** ..... **1b. Site:** .....

**1c. Contact:** .....

**1d. Liaison Question.** *Have you spoken with your Site Rep or to at least one other Committee Member, about this proposal ?*      Yes / No

**1e. Venue :** .....

*(where is your event, project or purchase to be located or to happen ?)*

**1f. Nature of event, project or purchase:** .....

.....

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.....

*(including timescale if applicable)*

**1g. Benefits** (e.g. to STAA sites, members or plot-holders and/or to the local community)

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**PART TWO: SUPPORT NEEDED**

**2.1 Financial:** (incl. proposed sources of funding) .....  
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**2.2 Personnel:** .....  
.....  
.....

**2.3 Material:** .....  
.....  
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**2.4 Logistical:** (incl. safety considerations) .....  
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**PART THREE: NOTES**

*Note 1. If approved this form should be retained and used to attach and submit receipts. ALL expenses incurred in carrying out the event, project or purchase must come within the approved budget and MUST be accompanied by trader's receipts. Claims not accompanied by such receipts will not be accepted.*

**PART FOUR: APPROVALS (for office use)**

*This event, project, or purchase is to be Conditional on the following (special requirements / budget/ details etc. - if any) .....*  
.....  
.....  
.....  
.....

Approved by the Committee on..... (date)

Signed.....

OR signed off by the following two Exec Committee members:

1: ..... (date)  
(signature)

2: ..... (date)  
(signature)