



Procedure to obtain a Section 18A:

As described in SCOUTS South Africa's Finance and Fundraising Policy.

Section 18A Request Requirements:

Programmes that would qualify:

- Must take place in disadvantaged or Rural Region / District / Scout Group.
- Theme: Food for Life or HIV & AIDS Awareness initiatives.

Required from Scout Region/ District/ Group applying:

- Name Scout Region
- Name Scout Group
- Scout project coordinator – name and role
- Project description
- Direct Beneficiaries: number minors & number adults
- Indirect Beneficiaries: number minors & number adults
- Provide a signed confirmation by the Scout project coordinator that the donation will be used exclusively for the object of the initiative described above, and not for anything outside of this scope.
- Provide a signed confirmation by the Scout project coordinator that they will supply the National Finance Manager a narrative report and financial report including receipts for the total value of the donation by a defined deadline.

Required from the Donor:

- Donor nature of person (natural person, company, trust, etc);
- Donor identification type and country of issue (in case of a natural person);
- Identification or registration number of the donor;
- Income tax reference number of the donor (if available);
- Contact number and physical address of the donor;
- Email address of the donor;
- A unique receipt number;
- Trading name of the donor (if different from the registered name); and
- Initiative being supported – brief description;
- Why they are supporting SCOUTS South Africa.

Other Notes: