



## ISB Student Empowerment Fund Request

The **ISB Student Empowerment Fund (SEF)**, is a continuation of the ISB Birthday Gift Fund (BGF) that was launched as a part of the celebrations for ISB's 40th anniversary in the 2020-2021 school year. Building on the success of the BGF, the ISB SEF will continue to support projects and initiatives proposed by students and aligned with the school's Mission, Vision, and Core Values.

### **ISB Student Empowerment Fund projects must support one of the following areas:**

1. Service learning – engage ISB students in genuine and shared learning experiences. Build community and meaningfully strengthen ISB's relationships with the local community and communities in need.
2. Sustainability initiatives – contribute to the school's sustainability goals.
3. Creative learning in academics, arts, design, and athletics, including creative ideas and actions to support real world problem-solving.

### **Proposal guidelines:**

Grants will typically be under 15,000 RMB and the projects should demonstrate:

- Significant impact on learning.
- Benefit for the ISB community.
- Contribution to the school's strategic plans.
- A degree of sustainability beyond the initial funding from the ISB Student Empowerment Fund.

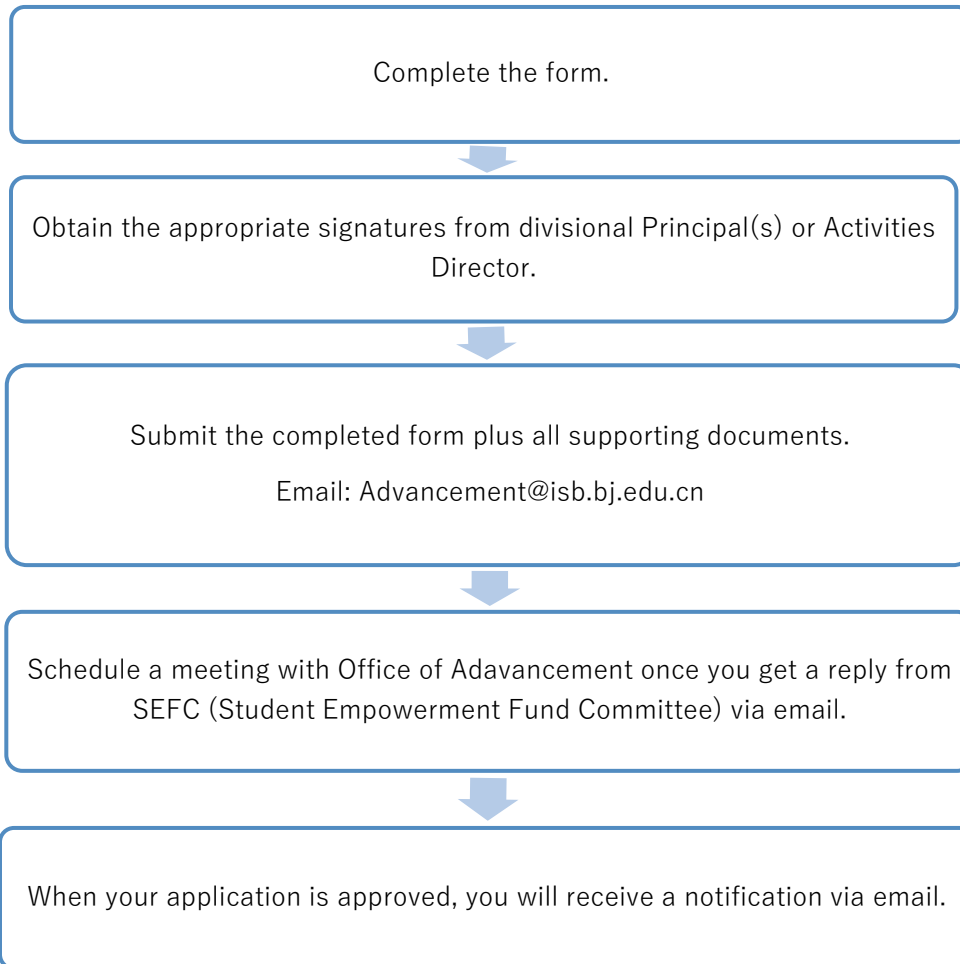
All project applications should be accompanied by the following details:

- Budgeting information for the project (may include quotations and/or samples).
- Estimate/approximate timeline for project realization.
- Research, evidence, testimonials, survey data, or other relevant support.
- Some ideas around outcome/impact measurement and success indicators.
- Limited to 15,000 RMB per funding request, 30,000 RMB maximum per year for High School, and 15,000 RMB per year for Elementary School and Middle School.



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## Submission Procedure



For any questions, please contact Tracy Li on the Student Empowerment Fund Committee (SEFC):

Advancement Office	Tracy Li
Email:	Advancement@isb.bj.edu.cn



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## Fund Request Form

**\*Note that the request must be turned in at least **FOUR** weeks in advance to be considered\***

Date of Proposal:		____ / ____ / ____ (MM/DD /YYYY)	
Requested By:		____ (Last Name) ____ (First Name)	
Phone Number:		Requestor's Email:	
You are a:	<input type="checkbox"/> Elementary Student <input type="checkbox"/> Middle School Student <input type="checkbox"/> High School Student		
Total Amount Being Requested (RMB):		By when	____ / ____ / ____ (MM/DD /YYYY)
Any other sources of funding (if any):		Previous funds received from school or PTA	
<small>Includes but not limited to co-sponsor(s)/ticket sales</small>			
Purpose:	<input type="checkbox"/> service learning <input type="checkbox"/> sustainability initiative <input type="checkbox"/> creative learning		

**Project Title:** \_\_\_\_\_

**Project Period:** *Please indicate the start and end dates of the project*

Start: \_\_\_\_\_ End: \_\_\_\_\_

**Location:** \_\_\_\_\_

**Name of Faculty Advisor affiliated with the project in question:** \_\_\_\_\_

**Description of the Project Work**

1. What are the project goals and how will they be reached?



## ISB Student Empowerment Fund Request

2. What specific results do you expect this project to produce? How will you measure your actual results? How would it benefit ISB students and the community?

3. List the activities necessary for achieving each result:

4. List anything that you feel the Student Empowerment Fund Committee (SEFC) needs to know about this project. Quotations, samples, research, photos, survey data, estimate/approximate timeline or other relevant information that will help the committee to make an appropriate decision.

\*Please attach any other relevant documents and materials to this form.



# ISB Student Empowerment Fund Request

## Budget Allocation Request Form

Expense	Explanation of Expense	Requested Amount (RMB)	Amount Recommended (RMB)
Total:			

Have you done this project/activity in the past? \_\_\_\_\_

How many students participated? \_\_\_\_\_

Payment Method: Tick one:  
 Cash       Check paid to: \_\_\_\_\_       Transfer to ISB Budget Code : \_\_\_\_\_  
 Wire Transfer (obtain wire transfer request form from the accounting office)  
 Others: \_\_\_\_\_

Endorsed By:  <ul style="list-style-type: none"> <li>• A principal signature is required for a divisional project.</li> <li>• For <b>school-wide</b> project, all principals must sign.</li> <li>• For co-curricular activities relating to sports, performing arts or academics, the Activities Director must sign.</li> </ul>	Position	Printed Name	Signature	
	ES Principal or Faculty/Staff Supervisor			Date: _____
	MS Principal or Faculty/Staff Supervisor			Date: _____
	HS Principal or Faculty/Staff Supervisor			Date: _____
	Activities Director			Date: _____

Comment from Principal/ Supervisor /Activities Director relating to request:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# ISB Student Empowerment Fund Request

*For SEFC use ONLY:*

<b>Fund Approved by:</b>	<b>Signature:</b>	<b>Date (MM/DD/YYYY)</b>
<b>Amount Approved/Declined:</b>	<b>Reason if declined:</b>	<b>Date (MM/DD/YYYY)</b>
<b>Cash Payment Received by:</b>	<b>Signature:</b>	<b>Date (MM/DD/YYYY)</b>

**IMPORTANT:**

You should provide general information about the project. This is where you inform the Student Empowerment Fund Committee (SEFC) of everything that they will need to know about a specific activity, event, or event series to make a funding decision. If you are requesting funds for more than one project, please make copies of this page and fill out a separate page for each project. Please fill out all sections completely.

- All expenses must be supported by fapiao/receipts or letters confirming receipt of donations.
- A short summary of the initiative outcomes (explain what was accomplished and how your efforts supported the school's Mission, Vision, and Values) is required to be sent within two months of the event. If not, future requests will not be considered by the SEFC.
- All signatories (requestor, project teacher supervisors, and the SEFC) will be held accountable and responsible to ensure that any funds disbursed are used solely as stated.
- Inform the appropriate SEFC representative immediately in writing if there is any deviation with the amount utilized or how the approved funds will be spent.