

# Community Grants Application Form



## IMPORTANT REQUIREMENTS:

To be eligible for a Community Grant, **IBM employees/retirees are required to register their volunteer hours on the On Demand Community web site.** In addition, the employee, organization and project must meet eligibility requirements which are outlined in the online Community Grants Program description.

Please read the guidelines, and send the grants administrator all required documentation. Applications pending information will be kept on file for 30 days only and discarded if the requester does not provide the required information within that timeframe. Requesters will be allowed to resubmit a request after they obtain the required data.

Completion of this form by the requester is verification that all the information is accurate and in compliance with the terms and conditions of the program.

**Note:** This application should not be used for IBM MentorPlace Community Grants.

**SEND COMPLETED FORM TO:** IBM Canada Ltd.  
Corporate Citizenship and Corporate Affairs  
C5  
3600 Steeles Avenue East  
Markham, ON L3R 9Z7

**For Application Status Inquiries: Call 1-877-IBM-GIVE.**

## Employee Data:

## Retiree Data:

Last Name _____ First Name _____	Last Name _____ First Name _____
Serial number _____ Email address _____	Serial number _____ Email address _____
Work Telephone _____	Home Telephone _____
Location/Dept number _____	Home Address _____
Manager's Name _____	City _____ Province _____ Postal Code _____
Email Address _____ Telephone _____	

## Grant Data:

Is this an individual grant  or team award ? If individual award, how many hours per month have you volunteered in the last 5 months? \_\_\_\_\_ hours.

If team award, list the name, serial number and the number of hours each team member volunteered per month in the last 5 months.

Name _____	Serial # _____	Volunteer Hours (in last 5 months) _____
Name _____	Serial # _____	Volunteer Hours (in last 5 months) _____
Name _____	Serial # _____	Volunteer Hours (in last 5 months) _____
Name _____	Serial # _____	Volunteer Hours (in last 5 months) _____
Name _____	Serial # _____	Volunteer Hours (in last 5 months) _____

Describe your volunteer activity. Include significant tasks, positions held, dates, etc.

IBM employees, have you registered on the On Demand Community internal website (w3.ibm.com/ondemandcommunity)? Yes  No

IBM retirees, have you registered on the On Demand Community external website (www-01.ibm.com/ibm/ondemandcommunity/home/index.jsp)? Yes  No

Did you use an On Demand Community (ODC) tool? Yes  No

If yes, describe which ODC tool was used and how it was used.

## Organization Data:

Name of Community Grant Organization \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Canadian Registered Charitable Organization Number \_\_\_\_\_

Organization Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Daytime Telephone # \_\_\_\_\_ FAX # \_\_\_\_\_ Email address \_\_\_\_\_

If this grant is approved, may IBM publicize it? Yes  No

If yes, contact name \_\_\_\_\_ Phone number \_\_\_\_\_

Has the organization received a Community Grant previously? Yes  No  If yes, date: \_\_\_\_\_

Describe the mission of the organization \_\_\_\_\_

# Formulaire de demande de dons à la collectivité



## CONDITIONS IMPORTANTES

Pour être admissible à un don à la collectivité, l'employé ou le retraité d'IBM doit consigner les heures qu'il consacre aux activités de bénévolat sur le site Collectivité à la demande. De plus, l'employé, l'organisme et le projet doivent remplir les conditions requises, telles qu'elles sont établies dans la description en ligne du programme de dons à la collectivité.

Veuillez lire les directives et vous assurer de fournir tous les renseignements à l'administrateur des dons. Les demandes en suspens seront conservées pour une durée de 30 jours seulement et seront rejetées si le demandeur ne fournit pas les renseignements requis dans les délais prescrits. Le demandeur sera autorisé à soumettre à nouveau une demande après qu'il aura obtenu l'information requise.

En remplissant le présent formulaire, le demandeur doit s'assurer que tous les renseignements sont exacts et en conformité avec les modalités du programme.

**Remarque.** — Ce formulaire ne doit pas servir à soumettre une demande de dons dans le cadre du programme IBM MentorPlace.

**FAIRE PARVENIR LE FORMULAIRE REMPLI À :** IBM Canada Ltée  
Responsabilité civique et affaires générales  
3600 Steeles Avenue East  
C5  
Markham, ON L3R 9Z7

Pour toute question concernant l'état d'une demande, veuillez composer le 1 877 426-4483.

## Renseignements sur l'employé :

Nom de famille _____ Prénom _____
Matricule _____ Adresse électronique _____
Téléphone au travail _____ - _____
Établissement et service _____
Nom du directeur _____
Adresse électronique : _____ Téléphone : _____ - _____

## Renseignements sur le retraité :

Nom de famille _____ Prénom _____
Matricule _____ Adresse électronique _____
Téléphone au travail _____ - _____
Adresse domiciliaire _____
Ville _____ Province _____ Code postal _____

## Renseignements sur le don

Soumettez-vous une demande individuelle  ou une demande d'équipe  ? S'il s'agit d'une demande individuelle, combien d'heures par mois avez-vous consacrées au bénévolat dans les cinq derniers mois? \_\_\_\_ h. S'il s'agit d'une demande d'équipe, indiquez le nom, le matricule et le nombre d'heures que chaque membre de l'équipe a consacrées au bénévolat par mois au cours des cinq derniers mois.

Nom _____	Matricule _____	Heures de bénévolat (dans les cinq derniers mois) _____
Nom _____	Matricule _____	Heures de bénévolat (dans les cinq derniers mois) _____
Nom _____	Matricule _____	Heures de bénévolat (dans les cinq derniers mois) _____
Nom _____	Matricule _____	Heures de bénévolat (dans les cinq derniers mois) _____
Nom _____	Matricule _____	Heures de bénévolat (dans les cinq derniers mois) _____
Nom _____	Matricule _____	Heures de bénévolat (dans les cinq derniers mois) _____

Décrivez votre activité de bénévolat. Indiquez notamment vos tâches principales, les postes que vous avez occupés, les dates, etc.

IBMiste actif : Vous êtes-vous inscrit sur le site interne Collectivité à la demande ([w3.can.ibm.com/fr-ca/onice/ccr/odc.html](http://w3.can.ibm.com/fr-ca/onice/ccr/odc.html))? Oui  Non

IBMiste retraité : Vous êtes-vous inscrit sur le site externe Collectivité à la demande ([www-01.ibm.com/ibm/ondemandcommunity/home/index.jsp](http://www-01.ibm.com/ibm/ondemandcommunity/home/index.jsp))? Oui  Non

Avez-vous utilisé un outil Collectivité à la demande? Oui  Non

Si vous avez répondu par l'affirmative, indiquez l'outil que vous avez utilisé et comment vous l'avez utilisé. \_\_\_\_\_

## Renseignements sur l'organisme

Nom de l'organisme pour lequel vous soumettez une demande de don à la collectivité \_\_\_\_\_

Adresse \_\_\_\_\_ Ville \_\_\_\_\_ Province \_\_\_\_\_ Code postal \_\_\_\_\_

Numéro d'enregistrement canadien de l'organisme de bienfaisance \_\_\_\_\_

Personne-ressource de l'organisme \_\_\_\_\_ Titre \_\_\_\_\_

N° de téléphone le jour \_\_\_\_\_ - \_\_\_\_\_ N° de fax \_\_\_\_\_ - \_\_\_\_\_ Courriel \_\_\_\_\_

Si la demande est approuvée, IBM peut-elle la rendre publique? Oui  Non

Si vous avez répondu par l'affirmative, indiquez le nom de la personne-ressource : \_\_\_\_\_ N° de téléphone \_\_\_\_\_ - \_\_\_\_\_

Est-ce que l'organisme a déjà reçu un don à la collectivité? Oui  Non  Dans l'affirmative, indiquez la date : \_\_\_\_\_

Décrivez la mission de l'organisme : \_\_\_\_\_

**School Council**  
**November 24, 2009**

Principal's report:

Gym is done! We're thrilled to have been able to access it again as of last Tuesday. We are being particularly picky about keeping dirty shoes and boots out of it –we appreciate your help in ensuring that your child has a pair of dedicated indoor shoes. *Re H1N1 absence*

Remembrance Day ceremony was really beautiful, thanks to Karen Wiggins for coordinating and organizing. Article in Stittsville news?

End of first reporting period and students will receive report cards on Thursday. Nov. 26 Interviews will be held on Thursday Dec. 3 evening and morning of Friday , Dec. 4. Teachers have 20 available interview slots so will request interviews on a priority basis. Some slots will be reserved for parental requests as well but we also remind you that the interview process is but one aspect of the teacher-parent-student communication.

Happy to report that both Mrs. Hillsdon and Mrs. Crawford have returned following surgery. Both are well.

~~Looking forward to our Oscar Peterson outing at the NAC on Friday.~~

Our Director, Lyall Thompson, will be visiting next Monday, Nov. 30<sup>th</sup> for an hour or so.

~~The annual Canterbury High School orientation session for students will take place here on Wednesday, Dec. 2 over the lunch hour and there is an evening info. session at Canterbury on Dec. 15 at 7:00 p.m.~~

~~Annual Holiday Concert here at GMS on Dec. 15<sup>th</sup> at 7:00 p.m. which will also include a yummy bake sale to benefit the school's music programme.~~

*Michelle - re: class switches (Jared Tipton - in milk binder)*

# Treasurer's Report – Executive Summary

## November 2009

### Account update as of Nov 24<sup>th</sup>

Bank Balance:	\$56,584
Outstanding cheques	<u>\$ 2,693</u>
Balance	\$53,891

Projected end of year balance: \$11,000

We have had a total of \$405.85 in returned cheques, of which \$264.55 was recovered. One NSF cheque (\$94.20) was covered as a subsidy, while the remaining \$47.10 is outstanding.

While I attempted to recover the \$30 in service charges, none of the parents have included the additional \$5.00 on the replacement cheque.

### FUNDRAISERS

#### **Food Program**

Collected:	\$36,322
Expenses (projected)	<u>21,940</u>
Anticipated Profit	\$14,392 (40%)

We are currently subsidizing 8 students at a cost of \$798.

#### **Milk Program**

Collected:	\$20,522
Expenses (projected)	<u>19,622</u>
Anticipated Profit	\$ 900 (4%)

We are currently subsidizing 7 students at a cost of \$659.

#### **Smoothies (November – December, including trial period)**

Collected:	\$1,724
Expenses (projected)	<u>1,287</u>
Anticipated Profit	\$ 437 (2.5%)

#### **Vesey's Bulbs**

Collected:	\$1,600
Expenses (actual)	<u>787</u>
Profit	\$ 813 (50%)

#### **The Fudgery**

Collected:	\$1,828
Expenses (actual)	<u>1,017</u>
Profit	\$ 811 (44%)

**Goulbourn Middle School Council  
Income Statement  
As at October 31, 2009**

<b>Opening Balance</b>	\$24,153.90
<b>Add Revenues:</b>	
Health Bar - Food	\$32,106.94
Health Bar - Milk	
Health Bar - Smoothies	
Veseys	\$1,600.00
QSP	
Donations	
OCDSB - Donation	
Deposit Interest	
Bank service charge reversal	\$35.73
<b>Sub-Total Revenues</b>	<b>\$33,742.67</b>
<b>Less Expenses:</b>	
Needs Assessment	
Health Bar - Pizza (Jo Jo's)	\$1,275.77
Health Bar - Dairy Queen	\$640.25
Health Bar - Subway	\$608.94
Health Bar - Milk (McNeely)	\$2,228.33
Health Bar - Smoothies	\$247.50
Health Bar - Refunds	\$144.80
Supplies	\$49.67
Veseys	\$787.50
QSP	
Fudge	
Appreciation Lunch	
Grade 8 Grad	
Bank - NSF Charges	\$30.00
Bank - Returned Cheques	\$405.85
Bank Charges	\$73.53
Bank Adjustments	\$272.43
<b>Sub-Total Expenses</b>	<b>\$6,764.57</b>
<b>As at October 31, 2009</b>	<b>\$51,132.00</b>

Treasurer's Report GMSC for 2010

Year ending reconciliation

Total

August

July

June

May

April

March

February

January

December

November

October

September

INCOME

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	August	Total
Health Bar - Food		\$32,106.94	\$2,013.44										\$ 34,120.38
Health Bar - Milk	\$18,514.30		\$222.30										\$ 18,736.60
Health Bar - Smoothies		\$1,724.85	\$1,724.85										\$ 1,724.85
Vesey's		\$1,600.00	\$1,828.25										\$ 1,600.00
Fudgerly			\$1,828.25										\$ 1,828.25
Donations			\$500.00										\$ 500.00
OCDSB - Donation			\$500.00										\$ 500.00
Deposit interest	\$4.95	\$35.73	\$68.58										\$ 109.26
Bank service charge reversal	\$18,519.25	\$35,742.67	\$6,357.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$58,619.34
<b>Total Actual Deposits</b>				\$2,039.52	\$1,486.84	\$471.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,998.19
<b>Total Pending Deposits</b>				\$253.62	\$1,486.84	\$471.83							\$ 2,212.29
Health Bar - Food				\$1,785.90									\$ 1,785.90
Health Bar - Milk													\$ -
Health Bar - Smoothies													\$ -
Other													\$ -

DISBURSEMENTS

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	August	Total
Needs Assessment	\$5,000.00												\$ 5,000.00
Health Bar - Pizza (Jo Jo's)		\$1,275.77	\$1,302.01	\$1,300.00	\$1,300.00	\$1,300.00	\$1,300.00	\$1,300.00	\$1,300.00	\$1,000.00			\$ 11,377.78
Health Bar - Dairy Queen		\$640.25	\$693.75	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00	\$700.00			\$ 6,234.00
Health Bar - Subway		\$608.94	\$620.00	\$0.00	\$620.00	\$620.00	\$620.00	\$620.00	\$620.00	\$0.00			\$ 4,328.94
Health Bar - Milk (McNeely)	\$244.00	\$2,228.33	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$1,750.00			\$ 19,622.33
Health Bar - Smoothies		\$247.50	\$520.00	\$520.00									\$ 1,287.50
Health Bar - Refunds		\$144.80	\$73.80										\$ 218.60
Supplies	\$221.66	\$49.67	\$73.80	\$25.00	\$25.00	\$25.00				\$25.00			\$ 448.33
Vesey's		\$787.50											\$ 787.50
QSP													\$ -
Fudge			\$1,017.00										\$ 1,017.00
Appreciation Lunch													\$ -
Grade 8 Grad													\$ -
Bank - NSF Charges		\$30.00											\$ 30.00
Bank - Returned Cheques		\$405.85											\$ 405.85
Bank Charges	\$35.73	\$73.53											\$ 109.26
Bank Adjustments		\$272.43											\$ 272.43
<b>Total Disbursements</b>	\$5,501.39	\$8,764.57	\$6,426.56	\$4,745.00	\$4,845.00	\$4,845.00	\$4,845.00	\$4,845.00	\$4,845.00	\$3,475.00	\$0.00	\$0.00	\$51,137.52

RECONCILIATION

<b>BANK: Opening Balance</b>	\$ 11,136.04	\$ 29,619.56											\$ 52,261.92
Income	18,519.25	33,742.67											\$ 52,261.92
Disbursements	35.73	9735.44											\$ 9,771.17
Closing Balance - Bank	\$ 29,619.56	\$ 53,626.79											\$ -
<b>BOOKS: Opening Balance</b>	\$ 11,136.04	\$ 24,153.90	\$ 51,132.00										\$ 52,261.92
Add: Income	18,519.25	33,742.67											\$ 52,261.92
Less: Disbursements	5501.39	6764.57											\$ 12,265.96
Closing Balance - Book	\$ 24,153.90	\$ 51,132.00											\$ -
<b>Outstanding Cheques</b>	\$121.66	\$144.80											\$ -
Add: o/s cheques	\$100.00	\$244.00											\$ -
	\$5,000.00	\$2,228.33											\$ -
Difference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00