

**Citibank-YMCA Youth For Causes 2010  
STEP BY STEP GUIDE (PARTICIPANTS)  
Website: [www.youthforcauses.com](http://www.youthforcauses.com)**

**STEP 1: License Application**

Apply for License with NCSS through YMCA of Singapore. Arrange to have the license **BEFORE** commencement of any public fund raising activities.

Teams are to submit their finalized project update, with the details of the fund raising activities, to YMCA latest by **31 May 2010**.

**STEP 2: Seed Funding**

- (a) **DO GET A REPRESENTATIVE FROM THE NPO.**
- (b) Seed funding will be issued to NPO, cheque will be sent directly to NPO.
- (c) Arrange with the NPO representative to obtain an **official receipt** for the seed funding immediately upon presentation of the seed funding cheque.
  - (i) **Original receipt of seed funding** to be **return to YMCA by post**.
  - (ii) Name of group **must be stated** behind the receipt.
  - (iii) **IF NPO is unable to issue a receipt, do obtain an official letter** from the NPO to **indicate** that the organization has **received** the seed funding.
  - (iv) Make arrangement with the NPO representative on how the seeding funding will be withdrawn for the team's usage.
  - (v) Electronic transfer of seed funding is **NOT ALLOWED**.
- (d) **IF** program is **NOT EXECUTED**, the seed funding **MUST** be returned to YFC Secretariat (YMCA of Singapore). Original Receipt **MUST** be obtained and **RETURNED** to YMCA of Singapore.
- (e) Teachers/Lecturers/Instructors/Mentors **SHOULD NOT** to take charge of seed funding or handle any money.
- (f) **NO raising of funds through Flag Day**, (i.e. Collection of money in return for stickers.)

**STEP 3: Implementation of Program**

- (a) **DO** obtain contact information from your Mentor and NPO Representative.
- (b) **DO** seek advice from your Mentor.
- (c) **DO** approach YMCA of Singapore if you have any queries regarding your program.

**STEP 4: Receipts**

- (a) **DO KEEP ALL ORIGINAL EXPENDITURE AND SALES RECEIPTS**
- (b) **DO** appoint a treasurer.
- (c) **DO COMPLETE the Income & Expenditure Statement with endorsement from the Team and the NPO.**

- (d) Income & Expenditure Statement and Sales receipt template can be found on the Citibank-YMCA Youth For Causes website.
- (e) **ATTACH ALL ORIGINAL RECEIPTS together with the Income & Expenditure Statement.**
- (f) **Original Receipts are to be compiled and glued on A4-sized white paper.**
- (g) **IF no receipts** were given upon purchasing of items, **write a statement stating the items in which you have bought, the amount, from where and when. Counter sign on the statement. Attached this statement together with the original receipts.**
- (h) Obtained an **Original Receipt or Official Letter** from the NPO upon presenting the raised funds. Alternatively, get the NPO to endorse and sign on the sales receipt (see template) when you hand over the fund raised to NPO.
- (i) **NO ELECTRONIC TRANSFERS OF MONIES ARE ALLOWED**
- (j) **UNDER THE HOUSE TO HOUSE AND STREET COLLECTIONS ACT (Chapter 128), ALL EXPENSES AND COLLECTION MUST BE ACCOUNTED FOR AND AUDITED.**
- (k) **NON-COMPLIANCE INDICATES A VIOLATION OF THE LEGISLATION.**
- (l) YMCA of Singapore will arrange for the Income and Expenditure Statement to be audited.
- (m) Income and Expenditure Statement is **required to be attached with the Final Report together with the Original Receipts** and **submitted** to YMCA of Singapore **ON TIME.**
- (n) **DO NOT HAND RECEIPTS TO YOUR MENTOR.**
- (o) If any assets were purchased using the seed funding, please return all assets to the NPO.

**STEP 5: Once-in-three-week Progress Reports**

- (a) Teams **are required** to send **Once-in-three-week** Progress Reports to YMCA of Singapore **every 3 weeks** during the implementation of the program.
- (b) The Progress Reports are to be vetted and approved by the mentor before submitting to YMCA of Singapore.
- (c) The template of the Once-in-three-week Progress Report can be found on the Citibank-YMCA Youth For Causes website.
- (d) **Dates** for submission of Once-in-three-week Progress Reports are as follows:
  1. 21 June 2010, Monday
  2. 12 July 2010, Monday
  3. 02 August 2010, Monday
  4. 23 August 2010, Monday

**STEP 6: Final Report**

- (a) Final Report (**MUST** include all required materials and the Income and Expenditure Statement with Original Receipts as stated in the **Report Writing Format**) to be submitted to YMCA by **17 September 2010 PROMPTLY** by a representative of the team and **NOT** the mentor or the NPO representative.
- (b) **NO EXTENSION** will be given for the Final Report submission.
- (c) Teams are to make arrangement to have all the necessary pages endorsed by the team, mentor and NPO before submission.
- (d) Mentor's and NPO's testimonial and declaration to be returned to YMCA together with the final report.
- (e) Final Report Format guidelines can be found on the Citibank-YMCA Youth For Causes website.

- (f) 1 printed copy of the final report, 1 printed copy of the income & expenditure statement to be returned to YMCA.
- (g) The ORIGINAL COPY of the **Collector's Certificate of Authority (CCA)**/ License to be returned to YMCA.
- (h) 1 CD containing the Final Report as well as the Income & Expenditure Statement and relevant attachments ('back-up' in case anything is misplaced) to be returned to YMCA.
- (i) 2 copies of any relevant VCD/CD/DVD etc e.g. video footage, photos, website etc to be Submitted to YMCA

**STEP 7: Presentation For Judging**

Shortlisted teams are required to do a **8-min** presentation to the judging panel on **2 October 2010** at YMCA of Singapore.

**STEP 8: Awards Ceremony**

All 100 participating teams **are required** to attend the Awards Ceremony on **20 November 2010**.