

BC1408

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DAVID WILSON

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A MINUTES

- A1 The HFA Development & Reconciliation (D&R) Trust Fund Meeting Minutes, Nov 2001 – May 2002 (See also B3 & C1)
- A2 HFA Executive/Advisory Committee Minutes, Aug 2001 - Jan 2003
- A3 CC Minutes – Annexures, Aug/Sep 2002

B ORGANIZATION DOCUMENTS

- B1 HFA Constitution & Non-Profit Organization Registration Documents (See also C1.1 & C4)
- B2 Trustees
 - B2.1 Trustees Contact Lists (also Committee Contacts & Mailing Lists)
 - B2.2 Trustees Information Forms (with some correspondence)
- B3 D&R Trust Fund (See also A1 & C1)
 - B3.1 HFA D&R Trust Fund – Various Documents
 - B3.2 D&R Trust Deed – Deed of Trust & Other Documents
 - B3.3 Resolution to change name of Trust
 - B3.4 Meeting, Nov 2002 – Agenda, Minutes, Annual Report to Ford Foundation etc.
- B4 Signed Declarations (of support for HFA and its goals)
 - B4.1 HFA Signed Declarations
 - B4.2 New Signatories
 - B4.3 List of Signatories
 - B4.4 Original Documents sent to Signatories

- B5 Volunteers/ Staff
 - B5.1 Volunteer Centre etc. (Incl. Cape Town Info Folder)
 - B5.2 Assistance Required/ Assistants/ Volunteers
 - B5.3 Employment Coordinators – Contracts, Correspondence etc.
- B6 Media – Media Lists, Correspondence
- B7 Faxes
- B8 Logos, Letterheads & Brochures
- B9 Mary Burton
- B10 Bryan Slingers – HFA Advertising & Marketing
- B11 Research Papers
- B12 Articles/ Cuttings - Various
- B13 Correspondence (note other files in collection)
- B14 Website
- B15 Loose Documents – Various documents, including Rural Education Access Programme (REAP) Reports, Proposal & Correspondence (See also E2)

C FINANCIAL

- C1 D&R Trust Fund (See also A & B)
 - C1.1 NPO Registration/ D&R Trust Fund/ Tax Exemption (See also B1 & C4)
 - C1.2 D&R Trust: Bank Account
 - C1.3 Donations to D&R Trust
- C2 Fundraising
 - C2.1 Ford Foundation
 - C2.2 List of Foundations: Contacts, Interests etc.
 - C2.3 Fundraising
- C3 Budgets

C4 NPO Tax – File includes HFA Constitution, NPO Registration Certificate with application) (See also B1 & C1.1)

C5 Volunteer's Contribution/ D&R Trust Fund (See also C1)

C6 Cash Receipt Book

D ACTIVITIES / PROJECTS

D1 Partnership Programme

D1.1 Partnership Reports

D1.2 Partnership Programme – Includes REAP

Correspondence

(See also E2)

D1.2.1 Partnership Programme – File 1

D1.2.2 Partnership Programme – File 2

D2 HFA Activities

D2.1 HFA Workshops

D2.2 HFA Outreach

D3 Placement Project

D3.1 Volunteer Questionnaires

D3.2 Organization Questionnaires

D4 Project Literacy – Annual Report 2002 etc.

D5 Upcoming Events

D5.1 Part I of lever-arch file

D5.2 Part II of lever-arch file

E AFFILIATED ORGANIZATIONS

E1 Partner Organizations

E1.1 Hokisa, Nceduluntu Educare, Meetse-A-Pula & Other

E1.2 Contacts Lists

E2 REAP (See also B15 & D1)

E2.1 Catholic Educational Aid Programme

E2.2 Correspondence, Background Document

E3 SCAT – Various Documents, incl. SCAT Annual Report,
2000