

COMMUNITY SERVICE INITIATIVE

2019 – MARCH

UCM60102U4

Sponsorship Team



TAYLOR'S
UNIVERSITY

Wisdom · Integrity · Excellence

Scope of Work for each Team

Team 1 - Books

Team 2 - Stationery

Team 3 - Paint

Team 4 - Furniture

Team 5 - Finance

Team 1 - Books

Next Step :A poster and boucher were made respectively to have donation of books on this coming May.



- Poster will be attached at some corners of Taylor's University Campus and the donation box will be placed at the entrance of SLC Centre to collect the books.
- The brochure will be distributed in our own housing area and the books will be collected face to face after that.

Have received donation from:



1. The books collected from our own house and lecturer, is in total 100 books.
2. Books collected from Miss Shamira are roughly 50 in total. (yet to be collected)
3. Sponsorship -RM 200 value of books.

Team 2 - Stationery

Have sent request letter of sponsorship to:

1. Mummy design Printing
2. Print Expert
3. Fab space laser cut
4. Cenat laser cut
5. Kinokuniya
6. Borders
7. Popular Book Shop
8. Artfriend
9. Cactus Craft
10. Czip
11. Faber Castell Malaysia
12. Lap Soon Printing
13. Mr.DIY
14. Staedtler Malaysia
15. Westar

Have received donation from:

1. Personal donation from class member



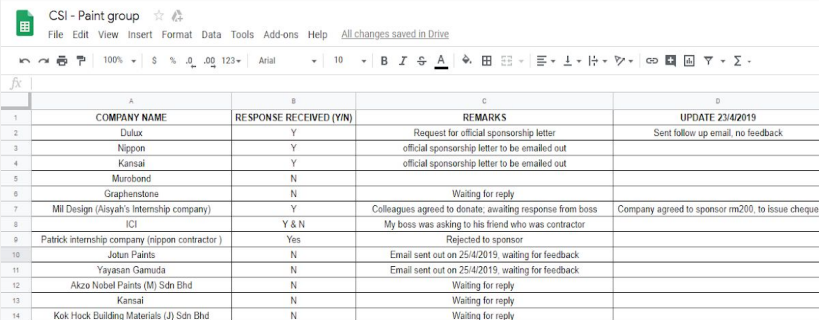
Team 3 - Paint

Have sent request letter of sponsorship to:

1. Dulux - Pending for second respond
2. Nippon - Need more info to proceed
3. Kansai - Approved pending follow up
4. Graphenstone - Pending respond
5. Mil Design (Aisyah's Internship company)- Donated
6. ICI
7. Chi Design Nippon Paint Contractor - Declined
8. Jotun Paints
9. Yayasan Gamuda
10. Akzo Nobel Paints (M) Sdn Bhd - Pending
11. Kansai (Kif Ng-Marketing Executive) - Pending
12. Kok Hock Building Materials (J) Sdn Bhd - Pending
13. Zyon Studio (Janson's Internship Company)- Declined

Have received donation from:

1. Mil Design - RM 200 cheque of donation
2. Kansai confirmed Paint sponsor



	A	B	C	D
	COMPANY NAME	RESPONSE RECEIVED (Y/N)	REMARKS	UPDATE 23/4/2019
1	Dulux	Y	Request for official sponsorship letter	Sent follow up email, no feedback
2	Nippon	Y	official sponsorship letter to be emailed out	
3	Kansai	Y	official sponsorship letter to be emailed out	
4	Marobond	N		
5	Graphenstone	N	Waiting for reply	
6	Mil Design (Aisyah's Internship company)	Y	Colleaguess agreed to donate, awaiting response from boss	Company agreed to sponsor rm200, to issue cheque
7	ICI	Y & N	My boss was asking to his friend who was contractor	
8	Patrick internship company (nippon contractor)	Yes	Rejected to sponsor	
9	Jotun Paints	N	Email sent out on 25/4/2019, waiting for feedback	
10	Yayasan Gamuda	N	Email sent out on 25/4/2019, waiting for feedback	
11	Akzo Nobel Paints (M) Sdn Bhd	N	Waiting for reply	
12	Kansai	N	Waiting for reply	
13	Kok Hock Building Materials (J) Sdn Bhd	N	Waiting for reply	

Google Sheets for latest update

Team 4 - Furniture

IN PROGRESS :

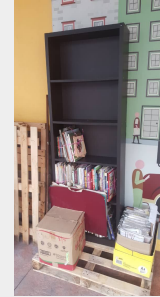
- In the midst of arranging storage up until the **14th June 2019** [Moving Day]
- Surveying transportation options [Lorry rental]

OUR PLANNING :

- Contacted & made confirmation of estimate quantity of item
- I.e. 3 shelves, 12 chairs [various types], 2 tables

Have received donation of :

1. 12 chairs & tables, 5 beanbags
2. 1 small bookshelf
3. 1 black cupboard
4. 4 rattan chair
5. 1 or 2 kids table
6. 4 kids chair



Team 5 - Finance

WEEK 3

Cash - 7 Person (Bryan, Patrick, Darren, Janson, Lulu, Alia, Aisyah)

Transferred - 10 Person (Fiona, Caitlin, Risca, Joyi, Kimberly, Jordan, Junwei, Weiwen, Zee Leng, Yan Cheng)

Total : RM1700

Sponsor pending: Aisyah RM200 (Cheque)

PUBLIC BANK 6431128609 YEO ZI QING



PUBLIC BANK

What we have achieved

1. Furniture 60%
2. Books 20%
3. Stationery 10%
4. Paint 60%

What is our next target

1. Locating space in front of SLC for donation boxes (books, stationery).
2. Locating storage space for furniture.
3. Enquiring about transportation contacts for execution day (14th June).
4. Posters & Brochures will be out soon !
5. To continue search for more Sponsorship and also follow up.
6. Receive design information from Group 2 to proceed on Paint requirement.