



# SPANDANA FOUNDATION

We can make a difference

|| Pratibha || Vidyalaya || Aashraya || Cheyutha ||

## PRATIBHA KIT- 2009

We have the following documents as part of Pratibha kit:

- ✓ Project Execution Document
- ✓ Pratibha Application Form
- ✓ Student Progress Report
- ✓ Letter to Headmaster
- ✓ Pratibha Student List

Document Name	Purpose
<b>Pratibha Execution Document</b>	This is a guiding document for all the people involved in Spandana Pratibha Project. Please read the document to understand the mission and vision behind the Pratibha Project. This will help on student selection process, benefits to the students, your responsibilities etc.
<b>Letter to Headmaster</b>	This document contains the details about what Spandana Foundation is expecting from School authorities to make this project successful.
<b>Pratibha Application Form</b>	The document to collect individual student information for Spandana to evaluate the selection process and to raise funds against the student. Please ensure that the form is filled by the students accurately. Please attach a passport size photo of the student in the place provided. Please get the forms filled. <b>Do not staple the photo</b>
<b>Pratibha Student List</b>	This document is to list of students that are selected from the school. This document also have place to at the bottom to mention the old student number. Old students are the students that are helped last year by Spandana. If Spandana is helping your school 1 <sup>st</sup> time, the Old student number is not applicable for you.
<b>Student Progress Report</b>	Student Progress is very critical to the success of the project. If your school got help from Spandana last year, please fill the marks of all the students that got help from Spandana. If yours is a new school, please use this form later this year to notify Spandana about the progress of the students who got help from Spandana. Please enclose the marks lists where available.

Please send the **Pratibha Application Form, Pratibha Student List, Student Progress Report** duly filled and signed to the following address:

**Venkata Swamy Yelam (Spandana Foundation)**  
**Flat No : 502, Status Enclave, New RTC Colony, Near Autonagar Gate,**  
**Patamata, Vijayawada, PIN- 520007, A.P**  
**Phone Number: 9246308948**