



## **ISAIGNANI FAN CLUB TRUST**

### **Team Leader Appointment**

Isaignani's Aiyya birthday celebration - Tree plantation campaign on  
June 2<sup>nd</sup>, 2014

### **Environmental conservation scheme**

**Dear IFC Family member,**

You are appointed as DISTRICT TEAM LEADER for this event which we have decided by the board committee and approved.

Hence we want you to take responsibility to involve, manage and execute the following event tasks in the celebration:

- (i) The each district has appointed maximum of 5 centers and each center should take the responsibility to collect members to a minimum of 500-1000 members.
- (ii) Appointing minimum of 20 volunteers for each centre to conduct the tree plantation event.
- (iii) Procuring and sourcing of saplings for each centers a minimum of 500 -1000 (shortage will be supplied by IFC)
- (iv) The team leader should organize the tree planting team members on that day of June 2<sup>nd</sup>, 2014, in the morning 8.00 A.M. throughout the center and the planting should be completed by 5.00.P.M.
- (v) The district leader can approach the district forest officer (or) agriculture department and nursery gardens to get the saplings and sapling sponsors in the district. The entire tree plantation event is to be photographed with the respective member's in charge for each plantation and their list prepared for the district and should send to IFC administrative office.
- (vi) The sapling should be sourced by the team leader with his own effort (or) can get saplings from sponsors (sapling sponsors should be approved by IFC) also can engage the schools and colleges.
- (vii) The team leaders are not permissible to collect donation (or) money from anybody in any manner.



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- (viii) The district head should give the list of member's and the no. of plantation in advance on or before 30<sup>th</sup> April 2014 for approval and records with the signed copy of this letter.
- (ix) The tree plantation should be maintained and grown for 1 year. The successful and healthy growers of each 3 member in each district will be rewarded by our maestro after completion of one year.
- (x) Anyone of the celebrity will preside and inaugurate in each district on that day with the team members. Team leaders can invite the local VIP's, Officials as Chief Guest.

You are requested to take over this event program as a TEAM LEADER at ..... centre and send us the acceptance with acknowledgement by signing this commitment authorization letter.

**Thanking you,**

**General Secretary**  
IFCT - Chennai.

Allotted Center Code: .....

To:

Name and address: .....

.....

Email: ..... Mobile: .....

### **DECLARATION**

I ....., IFCG Code No ..... is the devotee and fan of our Isaignani Aiyya, I hereby Agreed and Taken over the Leadership for this Event to execute at ..... centre. I abide for the rules and regulations and assure that I will execute this event without any miss

Team Leader (Signature)

Date:

Place:



**PATICIPATING TEAM MEMBERS**

❖ Celebrity will be provided by IFCT
❖ Chief Guest – Local VIPs
❖ Sapling Sponsors – Guest
❖ Team Leaders – Appointed by IFCT
❖ Schools, colleges & NGO's
❖ Team Volunteers – 20 Numbers
❖ Student Volunteers
❖ FM Radio
❖ Media and Press People
❖ Event Sponsor

Event Management Note:

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## LIST OF VOLUNTEERS

SL	NAME AND ADDRESS	MAIL	PHONE
1			
2			
3			
4			
5			
6			
7			
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