**Guidelines for Monthly Reimbursement Submission for FamilyMatters@School**

The school and the school coordinator need to submit the required documents in accordance with MSF’s guidelines stated below. Incomplete and/or incorrect submission may result in delay in reimbursement. The claim for a particular month may be made at any time **within 1 month** from the end of that month (i.e. claim for the month of Apr 2016 must be submitted to MSF latest by end May 2016).

**Required Documents for monthly reimbursement claims:**

a. **School Cover Letter**
   - Cover letter has to be printed on the school letterhead.
   - While teachers-in-charge or other authorised person may certify the reimbursement claims and supporting documents, we need the Principal or Vice-Principal to endorse the cover letter.
   - Invoice No.: Only applicable if school is engaging a service provider

b. **Monthly Reimbursement Form (MRF)**
   Please refer to the “Explanatory Notes for the Monthly Reimbursement Form (MRF)” for detailed instructions.

c. **All original or certified copies of invoices/ receipts**
   - Please ensure that receipts are legible. Receipts which have faded and penned over may be subject to query and rejection.
   - Small, odd size receipts should be pasted on an A4 sheet.
   - For receipts which did not state the items purchased (such as Daiso receipt), please state the exact items purchased and the quantity.
   - Please state the following clearly in the invoices or receipts:
     i. Description of programme (e.g. title and date of programme) that the expenditure had been incurred for
     ii. Recipient’s name and signature (only if applicable)
   - All the photocopied receipts are to be certified true copy, signed and bear the school’s stamp.
   - Post-dated invoices are strongly discouraged. In cases where invoices could only be provided after event, the invoices must state the name or description of event. Delivery order, if available can be used as supporting document for post-dated invoices.
   - For items without invoices or receipts, cash voucher/memo must be issued bearing school stamp and signature.
d. Programme Report
   - Applicable for in-house parent programmes and all student programmes (except those from programme menu).
   - Please complete the “Programme Report Form” to highlight the programme synopsis, objectives and the family life education components discussed during the programme.

e. Evaluation Summary of Participant Feedback Form

Programmes for Parents/ Students
   - The school is to collate feedback for all programmes for from the programme menu.
   - Please use the “Evaluation Summary of Participant Feedback Form for parents” or “Evaluation Summary of Participant Feedback Form for students” templates to tabulate the individual feedback forms.
   - For mass talks for parents/students (with more than 50 participants), schools only need to get a sample size of 20-30 participants to complete the feedback forms.

f. Letter of Certification for School Coordinator

Please use the “Letter of Certification/Payment for School Coordinator” to indicate the hours that the school coordinator has clocked in for that month.

Summary

<table>
<thead>
<tr>
<th>Type of programmes</th>
<th>Speaker</th>
<th>Cover Letter, MRF, receipts, and school coordinator’s letter</th>
<th>Programme report</th>
<th>Evaluation Summary</th>
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<td>Parent programmes (Programme menu)</td>
<td>External Speakers</td>
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<td>Parent programmes (In-house)</td>
<td>School Personnel/ Trained parent facilitators</td>
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<td>External Speakers (not from programme menu)</td>
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<td>Student programmes</td>
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