

**MINISTRY OF EDUCATION, SCIENCE, VOCATIONAL TRAINING & EARLY EDUCATION**

CHAMA DAY SECONDARY SCHOOL

P. O. BOX 540003

**CHAMA**

Wednesday, 02 July 2014

The Headteacher

Chama Day Secondary School

P. O. Box 540003

**CHAMA**

Dear Sir,

 **RE: REQUEST THE PUPILS TO PARTICIPATE IN THE JUNIOR JETS QUIZ**

The subject matter captioned above hereby refers.

Following receipt of the invitation letter from the Mundalanga Zonal Quiz Competition team dated Tuesday, 01 July 2014 I hereby make a request as indicated in the underlined caption above.

The JETS Quiz will be held on Thursday, 03 July 2014 at 07:00 hours at Chama Primary School.

The list of the requested participants is attached to this letter. The participants are well prepared and be lest assured that we shall carry the day. Also attached to this letter is the budget proposal for the upkeep during the material day, as the activities will take the whole day. The discipline and safety of your pupils is highly guaranteed.

Your assistance in this academic cause will be held in high esteem.

Yours sincerely,

FRANCIS CHOMBA (Eng.)

**JETS COORDINATOR**

**Cell: 0979 532 194**

**Table 1: List of participants**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **SURNAME** | **FORENAME** | **SEX** | **CLASS** | **CATEGORY** |
| 01 | BANDA | KELVIN | M | 8A | SCIENCE |
| 02 | CHILEMBO | SAMSON | M | 8A | SCIENCE |
| 03 | CHILUNDIKA | ANNIE | F | 9B | SCIENCE |
| 04 | HAMANGABA | MOSES | M | 9B | SCIENCE |
| 05 | MANDA | MERCY | F | 8A | SCIENCE |
| 06 | MANDA | WHYNESS | F | 9B | MATHS |
| 07 | NGULUBE | ABEL | M | 9A | MATHS |
| 08 | NGULUBE | EMMA | F | 8A | MATHS |
| 09 | SAKALA | LYNESS | F | 9B | MATHS |
| 10 | ZGAMBO | FRACKSON | M | 12V | RECORDER |

**Table 2: Budget Proposal**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **ITEM** | **QUANTITY** | **UNIT COST** | **TOTAL** |
| 01 | MISSING LUNCH | 01 | K50.00 | K50.00 |
| 02 | SOFT DRINKS | 10 | K3.00 | K30.00 |
| 03 | BISCUITS | 10 | K2.50n | K25.00 |
|  | **TOTAL** | **K105.00** |