



ECSA Matched Funding Confirmation

Esher Church School Association Registered Charity No. 803010

This letter confirms an employee's involvement in an ECSA fundraising activity so their employer can assess a matched-funding request.

Organisation details	
Charity	Esher Church School Association
School	Esher Church School
Address	Milbourne Lane, Esher, KT10 9DU
Date	[INSERT DATE]
Employer	[INSERT EMPLOYER NAME]

To whom it may concern

We confirm that [EMPLOYEE NAME] took part in the fundraising activity described below in support of the Esher Church School Association.

We understand that the employer will assess this request under its own matched-funding policy. This confirmation does not guarantee that any amount raised will be matched.

Fundraising activity	Details
Activity or event	[INSERT ACTIVITY OR EVENT]
Date	[INSERT DATE]
Employee	[INSERT EMPLOYEE NAME]
Role and activities	[DESCRIBE WHAT THE EMPLOYEE ORGANISED OR DELIVERED]
Amount raised by the employee	£[INSERT AMOUNT], excluding Gift Aid and event expenses

Employee involvement

Select all that apply	
Main event organiser	Yes / No
Ran part of a larger activity	Yes / No
Took part in a sponsored activity	Yes / No

Signed on behalf of Esher Church School

Name and role	Signature	Date
Oliver Jaegemann, Chair of Governors		