

NISEC  
ALUMNI  
ABROAD

# Annual Report 2016

Working together  
**to improve learning,  
teaching and  
boarding facilities** at Nisec.



Nisec Alumni Abroad  
Annual Report 2016

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## President's review

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**My vision for the coming year is one in which members are more committed, active, responsive and engaging on all issues pertaining to the work we've set for ourselves.**



It has been an honour to work with the Nisec Alumni Abroad (NAA) executive to steer the affairs of the group and to enjoy the support and cooperation of members throughout our first year.

Overall, the inaugural year has been one of success for our organization. This is despite the challenges that come with starting a new alumni group whose members span the globe and participate in group activities mainly by electronic means.

We devoted the first part of our inaugural year to developing our membership base and putting the necessary structures in place to support the functioning of the group. I must say we did well in both areas. Within six weeks of starting the group, the number of registered members had reached 100. Among our achievements in that period, we elected our executive, enacted a constitution to guide our work, registered NAA as a public charity, and elected regional coordinators to support our work in those regions with a strong membership base.

Setting up basic operational infrastructure was also crucial to the proper functioning of our group. We opened a bank account to support

our fundraising efforts and established communication platforms to facilitate the exchange of information and communication. We also agreed on a fee for member registration and made significant progress collecting it.

During the second half of the year, we devoted ourselves to the task that brought us together: selecting a project to help Nifa. Following a few challenges, we accepted a proposal from the newly appointed headmaster of Nifa, Dr Phillip Victor Akoto, to undertake a project involving the construction of a sports complex. Members rallied behind this project and started making contributions towards it, with the goal of wrapping up our fundraising efforts by the end of the year. During this time, we were fortunate to have our application for a tax-exempt status approved by the United States Government.

This is not to paint a rosy picture of our first year; certainly, there were a few challenges to overcome. Looking back, I can say that one area in particular where there is room for improvement is members' responsiveness and participation in discussions about matters affecting our group.

## Looking ahead, I am optimistic we can work together to build a stronger and more cohesive organisation.

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We can also do better in our commitment to our cause by paying our contributions in time or making pledges to pay them later where our circumstances do not allow us to fulfil this obligation now.

Some of the challenges such as difficulties in making money transfers and excessive transfer fees in some regions are not of our own making and require a coordinated effort at finding solutions. While we fell significantly short of our fundraising target, I was encouraged by the show of support by a small number of very committed members, some contributing over and above the base amount.

Finally, we faced a few obstacles in establishing effective communication with the school authorities. Also, we had little success in our efforts to develop a closer relationship with the Nifa Old Students Association (NOSA). I formally introduced our group to both the headmaster, Dr Akoto, and the NOSA President, Mr Kwadwo Kissiedu Kwapong.

Dr Akoto welcomed us and our goal to help Nifa, but there's more work to do to deepen our engagement with him. Mr Kwapong, on his part, prefers to have all Nisec alumni groups, including NAA, under the umbrella of NOSA; however, we will continue to engage with NOSA as an independent alumni group of Nifa.

Looking ahead, I am optimistic we can work together to build a stronger and more cohesive organization. My vision for the coming year is one in which members are more committed, active, responsive and engaging on all issues pertaining to the work we've set for ourselves. Above all, the year ahead should be one of effective action on our project; meaning we must work harder to meet our fundraising target and ensure implementation of our first project by the end of the year.

**Nick Opoku Appiah**  
PRESIDENT



# Organizational overview

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Nisec Alumni Abroad (NAA) is a public charity registered in the U.S. State of Virginia. The group's membership consists of the overseas alumni of Nifa Senior High School and its precursor, Nifa Secondary School—or Nisec—in the West African country of Ghana.

NAA was born out of shock, followed by compassion. In late 2015, the plight of Nisec was brought to the attention of some of its old students living outside Ghana. Photos of crumbling facilities and revolting sanitary conditions at the school led to an outpouring of emotion and, in the end, the formation of an overseas alumni group on January 7, 2016 to help the school.

The group started operating with a provisional name, Nisecans Abroad. To better reflect its nature, members agreed to change the name to Nisec Alumni Abroad before enacting a constitution.

The singular aim of NAA is to raise funds to assist in providing and improving learning, teaching and boarding facilities at Nisec. At December 31, 2016, the group had more than 100 members spread across Europe, the United Kingdom, Africa, Australia, Asia, Canada and the United States.

NAA is led by an elected executive, a ten-member management committee chaired by a president. Supporting the work of the management committee, especially in the important task of fundraising, is a team of four regional coordinators (RCs) representing the key regions from which the group's membership is drawn: UK, Rest of Europe & Africa, Canada, US.

The group's principal mode of communication is electronic, based on Whatsapp group platforms, where most discussions, announcements and voting take place, with meetings held via teleconferencing where possible.

NAA is a non-political and non-religious charity group and is guided by a constitution adopted by members on April 1, 2016.

At December 31, 2016, the group had **more than 100 members** spread across Europe, the United Kingdom, Africa, Australia, Asia, Canada and the United States.



# Governance and regulatory arrangements

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## Summary

A management committee comprising 10 executive members and supported by four regional coordinators was elected to lead Nisec Alumni Abroad (NAA). A constitution was drafted for review by members and subsequently adopted by them to guide NAA's operations.

## The inaugural executive

In the early days following NAA's founding, there was a strong hunger among members for immediate action to help Nifa. Photos showing deplorable conditions in the school had stirred strong emotions. With a lot of goodwill being shown, it made good strategic sense to capitalize on the enthusiastic fervor and keep the momentum going by appealing for funds to start a project.

However, there was no formal leadership to take the group forward. The group had been led unofficially by a small team of dedicated members with Mr Michael Adu at the helm. It became clear that an elected executive body accountable to the group was needed to manage its affairs in an orderly fashion.

The interim leadership proposed a number of executive positions that were put to members for their consideration and discussion. The positions were subsequently revised based on feedback from members. Election of the executive took place during January 19-25.

## Management committee positions and occupants

### The Executive

President:	Nicholas Opoku Appiah
Vice-President:	Gladys Oduro-Mantey
Secretary:	Kofi Boafo Ansah
Assistant Secretary:	Pearl Quist
Treasurer:	Samuel Gyadu Appiah
Assistant Treasurer:	Kwadjo Agyemang
Project Leader:	Michael Adu
Assistant Project Leader:	Belinda Darko
Registrar:	Ruby Adwere
Assistant Registrar:	Yaw Obiri

## The NAA Constitution

Development of the NAA constitution started in February 2016. In consultation with other members of the executive and drawing on the initial discussions by members about why the group was formed and what members wanted to achieve, the secretaries developed a first draft of the constitution for members' consideration. The draft was emailed to members on February 25, with a February 29 deadline for providing feedback. The deadline was extended to March 4.

Informed by the feedback, the secretaries revised the draft. The final draft was emailed to members for their consideration ahead of voting on March 19. With 50 members voting in support of the draft and no member voting against it, the President declared the constitution adopted on April 1, 2016.

## Regional Coordinators

As a clearer picture of our membership base and the attendant logistic challenges of a group with a global reach began to emerge, the need to devolve some leadership responsibilities was raised by some members and the executive. Additionally, it became apparent there were problems peculiar to the various geographical regions that needed to be resolved locally or regionally.

In April, the executive proposed to members the idea of Regional Coordinators (RC) for four regions: UK, Rest of Europe & Africa (REA), Canada, US. The main role of RCs was to support the executive in ensuring the maximum participation in NAA of members in their respective regions and help resolve region-specific problems.

Following members' acceptance of this proposal, nominations and elections for the positions started on April 28, with the elected RCs announced on May 8.

## 2016 Regional Coordinators

UK RC	Adelaide Yirenkyi
REA RC	Kwaku Adjei-Brown
Canada RC	Kwaku Barima Boateng
US RC	Lady Queen Danso

The RCs started working immediately after the election. Two days later, on May 10, the President suspended RC operations pending the development of appropriate guidelines to govern RC work. There had been a sense of randomness about the early operations of RCs for lack of consistent guidelines, which was more of an oversight on the part of the executive.

RC operations resumed on May 16 after the Secretaries, in consultation with other members of the executive, developed RC Guidelines under the constitution, which were then provided to the RCs and members.



## RC Operations

RC operations during 2016 had mixed success. Following their election, NAA's four RCs hit the ground running, contacting members within their regions to urge them to honor their registration fee obligation. However, they faced many obstacles, including communication and intergenerational problems.

A lack of responsiveness to phone calls and text messages was identified as a major challenge. Also, demographic differences stemming from year group affiliation and age seemed to dictate success or failure of an RC in engaging with members. It appeared some members would rather deal with an RC they knew well, possibly from their year group or from the time they were still students at Nifa.

The RCs used their respective platforms to make appeals to members to pay their registration fee and project contributions. However, there was limited response from members, except for the US RC platform, which saw a fair amount of interactivity.

### US

In absolute figures, the US recorded the most success in registration fee and project contribution payments. There was significant US RC visibility, while other RCs seemed to prefer to operate from behind the scenes. A highlight of US RC activity was the Count Down fundraising campaign, which reminded members about impending deadline for payment of project contributions. This was in addition to other US RC-led fundraising efforts that raised hundreds of dollars outside the required individual contributions. The US RC also held a number of teleconferences to discuss a range of NAA issues.

### UK

In the UK, the response from members to the RC's calls to pay their registration fee was initially positive. The UK RC took the initiative to arrange a special UK bank account into which members could transfer money for their registration fee. The purpose was to make bulk payments from this account to the Treasurers to reduce the cost of excessive transfer fees and encourage more members to honor their registration fee obligation. In the end, only three members paid the fee.



### Canada

NAA Canada had been co-opted from a group of Nifa old students that operated before NAA was formed. It became apparent during the year that most members were not as committed to NAA as they were to its Canadian precursor and were reluctant to make monetary contributions towards NAA's activities. The Canada RC vacated his post during the year. NAA's Registrar Ruby Adwere became the Canada RC and made various appeals to the Canadian members to pay their contributions with little success. The geographical spread of the Canada RC means there was little opportunity for members to meet face to face. However, this is an area where our Canadian members enjoyed their one bright spot. They successfully organized two get-togethers during the year to socialize, discuss NAA issues and raise funds for NAA. Despite the challenges, Canada boasts a small but strong group of members committed to the NAA cause.

### REA

In the REA, the RC succeeded in getting four members to pay their registration fee. She reported that the other members were unwilling to pay anything. He believed some members joined the group mainly to socialize with old friends and did not necessarily share in the group's vision of contributing money towards helping their former school.

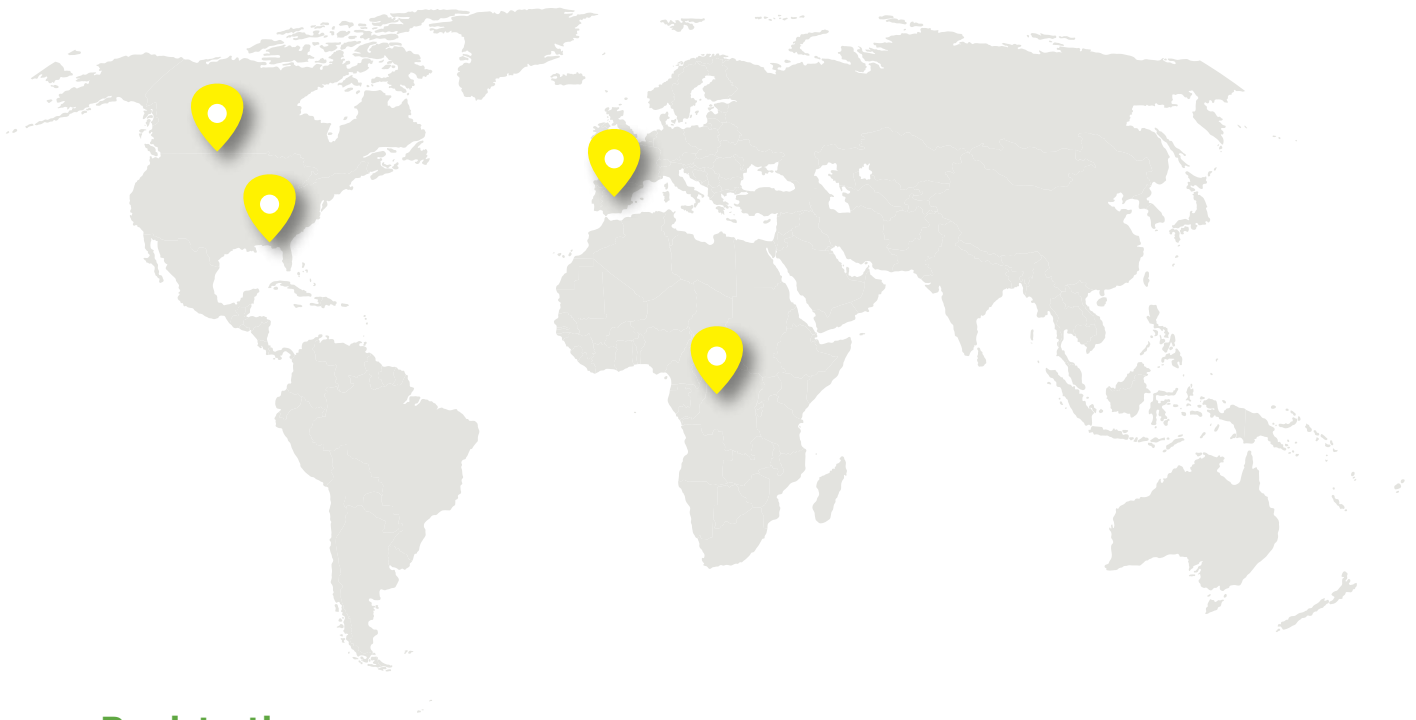
Overall, RC success in 2016 was marginal in terms of achieving NAA's RC objectives. Apart from the US, RC activity seemed to have stalled before the end of the year, with fundraising efforts towards NAA's first project receiving little or no RC support in most of the regions.

# Registration and membership

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## Summary

At December 31, 2016, NAA had a total of 107 members, with membership requiring the placement of eligible alumni on the main communication platform. Members were required to show their commitment to NAA by paying a membership registration fee of US\$50.00.



## Registration

Registration of members took place throughout the year, occurring in earnest during the first two months of the group's operation. The number of members stood at 83 as of February 4 and the 100th member was registered on February 22.

As part of the registration process, the group's Registrars compiled the name, email address, phone number, year group and other details of each new member.

Members voted in favor of a proposal by the executive for a one-off US\$50 registration fee (or its equivalent) as a show of their commitment to the group and its cause. The fee was also to help defray the cost of the initial and everyday administrative expenses such as the cost of registering the group as a public charity and banking fees. Some of the proceeds of the registration fee could also go towards future projects, if necessary.

At December 31, payment of the registration fee was not a pre-requisite for joining NAA. Eligible old students were allowed to become members before paying their registration fee.

## Membership

Membership of NAA was open to all old students of Nisec resident outside Ghana irrespective of their year group. However, there was clearly a preponderance of members who completed Nifa in the 1980s, especially during the first part of 2016. This was because the idea for establishing the group was initiated by a small number of alumni who had completed Nisec in the early 1980s. Their initial action was to contact their classmates with whom they had kept in touch since their graduation.

The membership base became broader as NAA gained greater visibility within the larger community of Nisec alumni in the diaspora. However, further work is needed to build a more inclusive membership base.

## Membership figures

Total number of people who joined NAA in 2016:	
Total number of members who left NAA:	
Total number of members expelled from NAA:	
Total number of members remaining in NAA at December 31:	107

## The registry

Joining NAA entitled members to a place on its communication platforms. At December 31, NAA had six official Whatsapp-based communication platforms:

The global platform, also called the 'main platform'
RC UK platform
RC REA platform
RC Canada platform
RC USA platform
The executive platform

The main platform was the official registry; an eligible old student became a member of NAA only after being placed on the main platform, which then entitled their presence on their respective RC platforms.

## Socializing on platforms

By the very nature of the group and its goals, social activity on NAA's communication platforms was limited. However, beyond discussions, announcements and voting, the platforms became popular venues for celebrating the following occasions:

- birthdays
- Mother's Day
- Father's Day
- Canada Day
- Independence Day (USA)

Members sent their well wishes and congratulations on such occasions with great enthusiasm. They also showed their support in times of adversity by commiserating with those who lost loved ones.

There was the occasional fun-making, like members posting audios of Nisec's anthem that they had sang as part of an informal competition, led by the US RC, to establish who was the best singer and who got all the words of the anthem right; in fact, on one occasion, this resulted in a lively debate about the anthem's right words.

Away from the platforms, some members, notably those from Canada, occasionally got together to enjoy each other's company and some refreshments, as well as to share ideas about NAA.



NAA members in Canada get together

## Challenges

The Registrars issued regular reminders about rules governing use of the main platform. There were incidents in which some members posted videos that were in poor taste, chatted about matters unrelated to the group or attempted to market products or services. On a few occasions, reminders to bring people into line with the NAA constitution infuriated some members and resulted in arguments.

Some members left NAA voluntarily after they were advised to refrain from posting material or engaging in communication that was considered inappropriate and was in breach of the constitution. It is believed some members who had not paid their registration fee quit because they were not comfortable with publication of the list of paid members. Others left for no obvious reasons and were not responsive to follow-up communication by the Registrars.

# Projects

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## Summary

By the end of the year, NAA had undertaken to build a sports complex for Nifa and was raising funds towards its implementation.

Mindful that much of the first year had been taken up by organizational and registration fee issues, the executive was determined to focus work on project matters at the start of July. In fact, by June, it had become clear some members were getting impatient with the everyday focus of discussions on the slow pace of registration fee payment. They called on the executive to move on to project matters.

## The quiz project

In June, news of Nisec students excelling at a National Maths and Science Quiz captivated the platform. Many members expressed joy and great pride on hearing that Nifa had beaten a number of Ghana's prestigious schools like Achimota School and Holy Child School to reach the quarter finals.

There were suggestions by some members to show NAA's admiration and appreciation of Nisec's performance by raising money to donate to the quiz participants. A few people started pledging various sums of money towards that goal. Based on discussions on the platform and after consultation with the executive, the President made a formal announcement on June 22 appealing to members to contribute money towards buying two laptops for the students.

Progress on this mini-project was short lived. As it turned out, there were six student participants, rather than two, and the students were supported by four teachers. This complicated matters about the amount of donation that was right. Also, some members felt donations to individual students were not provided for in NAA's constitution. Besides, such donations could have a negative impact on subsequent contributions towards NAA's first 'real' project to help the school.

Overall, the executive realized the decision to support the quiz participants was hasty and made on the basis of emotions rather than on sound analysis in the context of NAA's vision, mission and objectives.

As a result, the President announced discontinuation of the fundraising effort on June 27. He encouraged members who wanted to show their appreciation to the quiz participants to do so privately or through the Nifa Old Students Association (NOSA).

## Boys' toilet

In June, the President posted for members' consideration a list, obtained from NOSA, that showed projects the school authorities had identified as priorities, namely:

- a 20-seater modern KVIP toilet (boys' dormitory)
- new toilets for the classroom
- street lighting
- painting of buildings, including the dining hall
- waste management
- louver replacement
- beautification of the school's main entrance.

The executive recommended that NAA take up the boys' toilet—it had a price tag of US\$25,000—and advised that cost estimates for the other projects were being sought (it was understood that another organisation, the school's Parent-Teacher Association, had pledged to sponsor a toilet project for the girls).

Not only did the executive consider toilets to be an absolute necessity, it also believed members would be receptive to a toilet project given photos of near-primitive and unhygienic toilet facilities at Nifa continued to be a regular topic of discussion among members.

Members were asked to vote 'yes' or 'no' to the boys' toilet or vote 'other' by July 18. Initial voting indicated an overwhelming support for the boys' toilet. However, a lively debate also started. Some members wanted cost estimates for the other projects to be made available before they vote. Others suggested we choose only a project that we could realistically afford, given we had experienced difficulty in getting members to pay their registration fee.

## Sports Complex

The toilet project had to be abandoned after the headmaster, Dr Akoto, advised that the project, along with other items on the priority list, had been taken up by other organizations, including the World Bank, Jesus Christ of Latter Day Saints, GOIL, and the Ghana Education Service. Dr Akoto subsequently requested that we help the school to build a sports complex.

On August 9, the President released a major message informing members about the new project and seeking their views. A proposal package, provided by Dr Akoto, that set out the design and estimated cost of the project was emailed to members to inform the discussion.

The proposal was well received. Some members suggested that the issue of maintenance and rate of inflation be considered or factored into any decision on the proposal. The executive proposed a minimum of US\$250 per member based on an estimated project cost of US\$25,000 (95,600 Ghana Cedis at the going exchange rate) and NAA's 107 members. The deadline for payment was November 30. There was some discussion around the need for a longer timeline and higher amount per member, but the President explained the decisions presented were based on feedback from the majority of members.

In December, Assistant Treasurer Kwadjo Agyemang visited Nifa. He had a discussion with the Assistant Headmaster, who told him the school was looking forward to NAA's help in building the sports complex. Mr Agyemang shared several photos of his visit, including photos of the site where the sports complex was to be built.



Assistant Treasurer Kwadjo Agyemang during a visit to Nifa

## Challenges

The project phase laid bare some of the key challenges an organisation based overseas faces when pursuing a project in Ghana. In particular, there were difficulties obtaining timely and reliable quotes or cost estimates for the projects on the school's priority list. In the end, a NOSA contact, Dr Francis Diaba, provided help in this regard. In fact, Dr Diaba has been a key source of information on developments in the school.

Attempts to understand the slow pace of payment of contributions revealed new challenges. It was understood some members did not consider the sports complex to be necessary or their preferred project. They felt that they could not support a project that they considered a luxury in the context of the dire toilet situation at the school.

In September, the President responded to these concerns with an audio message, reminding members about the headmaster's advice that toilet projects at the school were being sponsored by other organizations. He urged everyone to throw their support behind the sports project.



Proposed site for a sports complex at Nifa



# Financial statement

## Summary

In 2016, a total of \$2,880.66 in registration fee and \$8,527.74 in contributions towards the sports complex was received. Over the same period, NAA's expenses totalled \$1,516.02.

## Account receivables and expenses

### AMOUNTS RECEIVED FROM MEMBER REGISTRATION FEES

	U.S. DOLLARS
51 paid \$50	\$2,550.00
1 paid \$53.48	\$53.48
1 paid \$66.94	\$66.94
1 paid \$63.24	\$63.24
1 paid \$100	\$100.00
1 paid \$47.00	\$47.00
<b>Total received</b>	<b>\$2,880.66</b>

### EXPENDITURE

DATE	EXPLANATION OF EXPENSES	AMOUNT
14-May-16	State registration in Virginia, USA	\$102.35
12-May-16	Application for tax exempt status	\$850.00
18-Jun-16	Wire transfer fee	\$15.00
8-Jul-16	Paid to Biz Central for non-profit registration	\$428.00
28-Jul-16	Paid to Biz Central for the cancellation and re-registration of Articles of Incorporation in the State of Virginia	\$100.00
28-Jul-16	Certified mails to the State of Virginia	\$12.67
15-Aug-16	Faxing of documents to IRS office	\$8.00
<b>Total expenses</b>		<b>\$1,516.02</b>
<b>Balance at August 18, 2016:</b>		<b>\$1,364.64</b>

### Notes

- Some members paid more than the requisite amount of registration (\$US50).
- In one case, the transfer fee reduced the amount paid to \$47.00.
- The account was also charged \$15.00.

## Tax exempt status

The executive recognized from the start that a tax exempt status for NAA was crucial to avoid losing part of NAA's charity funds to taxation. It was therefore necessary to apply for a tax-exempt status.

Upon application by the Treasurers, NAA was issued with a certificate of organization as a Limited Liability Company (LLC) by the State Corporation of Virginia on February 4. However, NAA's subsequent application for a tax exempt status was declined because the LLC certification did not qualify NAA for that status.

After seeking independent advice, the Treasurers sought the services of an agent who applied to cancel NAA's LLC certification, re-applied for certification as an incorporated organization and applied for a tax-exempt status. A certificate of incorporation was issued and NAA's application for a tax exempt status was approved under Internal Revenue law on September 6, with July 29, 2016 as the effective date of exemption.

## Banking

For banking purposes, the Treasurers successfully opened a bank account with TD Bank, at 8310 Old Keene Mill Road, Springfield, Virginia. Some members had suggested opening a bank account in Ghana. However, the executive decided Ghana offered a less secure banking environment than the developed economies, in addition to the likelihood of an adverse impact of higher inflation in Ghana. With both Treasurers living in the US, a decision was made to open NAA's bank account there.

## Registration fee collection

The Treasurers provided members with NAA's bank account details and payment of the one-off registration fee of \$50 began on 11 March. They also posted a weekly list of members who had paid their registration fee. By the end of June, 55 members had paid their registration fee—that is about a half of all members.

A regional analysis the Treasurers posted on the main platform on August 5 provided the following regional snapshot:

UK:	40 per cent
REA:	21.4 per cent
Australia:	100 per cent
Canada:	90.9 per cent
US:	65.5 per cent

At December 31, 55.1 per cent of NAA members—or 59 people—had paid their registration fee.

## Fee payment challenges

Payment of the registration fee was painfully slow. The executive issued regular reminders to members to honor their fee obligation. Up to the end of June, discussion on the main platform was dominated by registration fee matters. Many paid members expressed frustration at the slow pace of payment.

There were, however, genuine payment difficulties, notably excessive transfer fees. TD Bank's presence was limited to a few locations in the US and Canada. What this meant was that some members, especially those living outside the US and Canada, had to pay exorbitantly high fees to transfer money to TD Bank. This discouraged some people from paying.

There were vigorous discussions about the best way to transfer money. Suggestions included using Western Union or PayPal. Members living in a particular locality were also encouraged to pool their contributions and send them as a lump sum to reduce transfer costs. Wiring cost NAA a fee of \$15 and was therefore discouraged.

Some members made transfers directly to either of the Treasurers, creating another layer of work for our money guardians. For each transfer, they had to cash the money from an agent and then deposit it at TD Bank.

## Fundraising

Members agreed to a proposal by the executive to pay a minimum of US\$250 each towards NAA's first project (a \$25,000 sports complex), with payment to be made between August 18 and November 30.

The President announced that the names of members who pay their project contributions would not be published, but this decision was rescinded after calls by some members to publish names.

## Fundraising challenges

Payment of project contributions was much slower than payment of the registration fee. Some three weeks after the fundraising began, no payment had been received from the UK, REA or Canada and only 7.3 per cent of members from the US and one member from Australia had made a payment.

In a way, the slow pace of payment was anticipated because of previous experience with payment of the registration fee—and given the project contribution amount was five times bigger than the registration fee.

The executive issued various appeals and posted motivational messages in both audio and writing to encourage members to pay their project contributions. By November 30 when the deadline expired, 24 members had paid, with a total of US\$7,994 raised, representing 32 per cent of the estimated project cost.

On December 4, the President announced an extension of the deadline to December 31. The result of this extension in terms of additional payments was marginal. At December 31, only 27 members (25.2 per cent) had paid their project contributions, with \$8,745 raised—that is 35 per cent of the estimated project cost.

# Conclusion

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Nisec Alumni Abroad, in its first year, saw both successes and challenges. There is cause to believe that the group has a bright outlook.

A core group of committed members has demonstrated enough goodwill that is expected to inspire others and ensure NAA's success. This is important given the issues that led to the formation of NAA have not gone away. The infrastructure problems at Nifa remains a significant concern, requiring every support the school can get. That is why in the coming year, completing the project we have taken up will be our focus.

There is more NAA can do to strengthen its membership base. With some people not being responsive to the group's activities, there is an opportunity to streamline membership to ensure it is restricted to only those who share NAA's vision and goal. The operations of Regional Coordinators will also have to be reviewed to make sure they are fit for purpose.

Finally, NAA, in the year ahead, will look to increasing its visibility through a dedicated website, social media and other information and communication channels like Twitter and Facebook. We will also seek to improve our engagement with the school authorities and NOSA; and celebrate our achievements during NAA's first anniversary on January 7, 2017.

## Contact officer

For information about this annual report, contact:

Dr Kofi Ansah

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# Appendices

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## Appendix 1

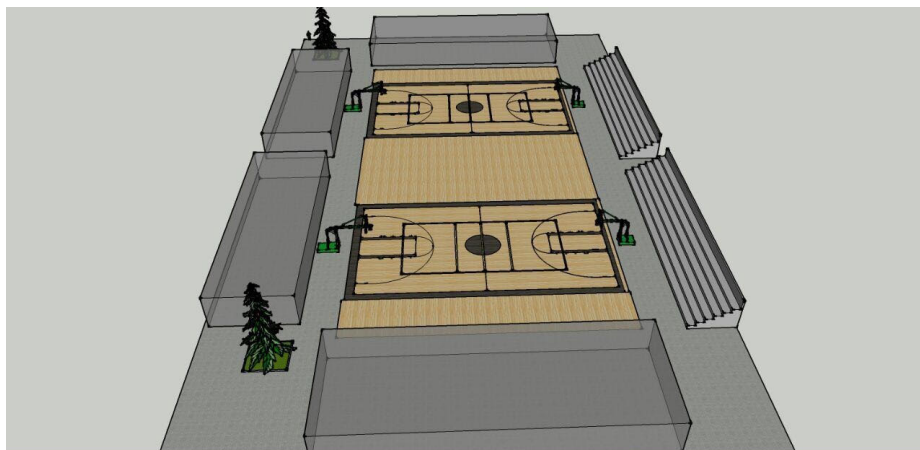
### PROPOSAL TO SPONSOR A MULTI PURPOSES COURT (HANDBALL, VOLLEYBALL AND BASKETBALL) IN NIFA SENIOR HIGH SCHOOL

#### **INTRODUCTION**

Nifa shs is a community based co-educational institution established in 1971 in Adukrom-Akuapem as a product of the phasing out of the Adukrom teacher training college by the then ministry of education. The change in status was to provide full secondary school education to the growing number of boys and girls, especially those resident in and around Okere. Curenly the school serves the entire nation with students coming from all over the country due to the computerized placement system and has a boarding facility. It has a total population of 2440 students.

#### **OBJECTIVE**

We seek to provide for the school two multipurposes basketball and volleyball courts and one handball court in a 2015sqm area (31m x 65m). This will tie into the vision of the school which is to be one of the best creative educational centres of excellence and a school of choice in the country by the next five years. The school is one of the top ranked in terms of sports in the Akuapem North Zone and Eastern Region although it has no sports facility since it was established. Over the years the school has been one of the best in volleyball, basketball, soccer, handball, hockey, and basketball. The provision of this facility will therefore enhance tremendously the sports life of the students as well as unearth talents for the nation. It will also provide the opportunity to help develop lesser known sports (basketball, volleyball and handball) in the country.



#### **BUDGET**

A total of some Ninety five thousand, six hundred and seventy five Ghana cedis is needed for the construction of the proposed project (Ghc 95,675). Attached is the detailed breakdown of the estimates.

#### **JUSTIFICATION FOR SPONSORSHIP**

Your support would help instill in students some greater qualities of life that extend beyond the classroom and formal academic curriculum. By engaging in sports they will learn Persistence, Practice, Patience and team work; attributes that are highly required in the job market.

As adolescents they would gain an extra positive mentoring from coaches on the sidelines to the leaders of the team. Students will learn to work with a range of authority figures who will teach them important lessons about hard work, respect and good sportsmanship and this early experience with mentors will help shape students in positive ways for the rest of their lives.

It will also offer students the opportunity to acquire practical leadership skills. As students advance through the rank of the school teams, senior players will be expected to encourage younger team members, set examples, provide advice and guidance on and off the field.

An edifice of this nature will extremely help inculcate in students time management skills. Practice and games take up plenty of students' time. They will therefore learn time management if they are to do school work and also practice.

The school will also be an avenue for training and developing sports boys and girls in these fields of sports for the Region and the Nation at large and the facility will be available for both local and international competitions in the country.

#### **BENEFITS OF SPONSORSHIP**

**Community goodwill:** your company will enjoy direct goodwill from over two thousand students and their parents. It will also benefit from the entire Akuapem North both as a school association and its people as a district.

**Favorable media:** at the inauguration of the finished project we will have a huge media coverage during which your company will be highlighted as a sponsor of the project. It will also enjoy publicity anytime the facility is used by external teams as there will be a plaque in acknowledgement of your sponsorship.

**Corporate image enhancement:** the general public will acknowledge the discharge of your social corporate responsibility and hold your brand in high esteem.

***Increase brand awareness:*** your company name and logo as well as your flagship brand will be embossed on various sections of the court with a plaque erected to acknowledge your support. This will create awareness of your brand directly to over two thousand students with an average of six hundred (600) fresh students each academic year.

***Increase sales:*** as a sign of appreciation for the next three (3) years and so far as the current headmaster who took over in May 2016 remains at post; the school will buy from your company or patronise your brand whenever it is in need of your product line.

**CONCLUSION**

Our project will be one of the best in the country and it is our humble pride that you shall be a partner to see to its reality. We are so grateful that you have even read through our proposal.

## Appendix 2



COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION

Office of the Clerk

July 29, 2016

SAMUEL APPIAH  
NISEC ALUMNI ABROAD INC.  
8891 PINION PLACE  
LORTON, VA 22079

RECEIPT

RE: Nisec Alumni Abroad, Inc.

ID: 0807855 - 2

DCN: 16-07-22-0024

Dear Customer:

This is your receipt for \$75.00, to cover the fees for filing articles of incorporation with this office.

The effective date of the certificate of incorporation is July 29, 2016.

If you have any questions, please call (804) 371-9733 or toll-free in Virginia, 1-866-722-2551.

Sincerely,

Joel H. Peck  
Clerk of the Commission

CORPRCPT  
NEWCD  
CISCCJ

P.O. Box 1197, Richmond, VA 23218-1197  
Tyler Building, First Floor, 1300 East Main Street, Richmond, VA 23219-3630  
Clerk's Office (804) 371-9733 or (866) 722-2551 (toll-free in Virginia) [www.scc.virginia.gov/clk](http://www.scc.virginia.gov/clk)



## Appendix 3

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 06 2016

NISEC ALUMNI ABROAD INC  
C/O SAMUEL G APPIAH  
8891 PINION PL  
LORTON, VA 22079

Employer Identification Number:  
81-1331321  
DLN:  
17053132337016  
Contact Person: HAROLD J FODOR ID# 31675  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
July 29, 2016  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

NISEC ALUMNI ABROAD INC

Sincerely,



Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements



