### APPENDICES

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix I</td>
<td>Newsletter Distribution List</td>
</tr>
<tr>
<td>Appendix II</td>
<td>Project Implementation Gant Chart</td>
</tr>
<tr>
<td>Appendix III</td>
<td>Project Budget</td>
</tr>
<tr>
<td>Appendix IV</td>
<td>Project Power Point Presentation</td>
</tr>
<tr>
<td>Appendix V</td>
<td>Newsletter Accompanying Letter</td>
</tr>
<tr>
<td>Appendix VI</td>
<td>Acknowledgement Letter and e-mails from beneficiaries of Newsletter</td>
</tr>
<tr>
<td>Appendix VII</td>
<td>Group Bi-Laws</td>
</tr>
<tr>
<td>Appendix VIII</td>
<td>Questionnaires (Newsletter, Mugs &amp; T-shirts and Website)</td>
</tr>
<tr>
<td>Appendix IX</td>
<td>Receipts and Invoices</td>
</tr>
</tbody>
</table>
## Appendix I

### CED NEWSLETTER

### MAILING LIST

<table>
<thead>
<tr>
<th>S. No.</th>
<th>NAME</th>
<th>ADDRESS</th>
<th>NO. OF COPIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Southern New Hampshire University</td>
<td>2500 North River Road, Manchester NH 03106 USA</td>
<td>150</td>
</tr>
<tr>
<td>2</td>
<td>CED Office</td>
<td></td>
<td>150</td>
</tr>
<tr>
<td>3</td>
<td>Supervisor(s)</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>4</td>
<td>Alumni</td>
<td>Class of 2003 &amp; 2005</td>
<td>136</td>
</tr>
<tr>
<td>5</td>
<td>District Executive Directors</td>
<td>All districts in Tanzania</td>
<td>135</td>
</tr>
<tr>
<td>6</td>
<td>Tanzania Library Services Board</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>7</td>
<td>University of Dar es Salaam</td>
<td>Box 35091, Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>Sokoine University of Agriculture</td>
<td>Box 3151, Morogoro</td>
<td>2</td>
</tr>
<tr>
<td>9</td>
<td>UCLAS</td>
<td>Box 35176, Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td>10</td>
<td>Mzumbe University</td>
<td>Box 1, Mzumbe</td>
<td>2</td>
</tr>
<tr>
<td>11</td>
<td>Muhimbili University College of Health Sciences</td>
<td>Box 65001, Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td>12</td>
<td>Institute of Finance Management</td>
<td>Box 3918, Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td>13</td>
<td>St. Augustine University</td>
<td>Box 307, Mwanza</td>
<td>2</td>
</tr>
<tr>
<td>14</td>
<td>Tumaini University</td>
<td>Box 200, Iringa</td>
<td>2</td>
</tr>
<tr>
<td>15</td>
<td>CDTI - Tengeru</td>
<td>Box 1006, Tengeru</td>
<td>2</td>
</tr>
<tr>
<td>16</td>
<td>Dar es Salaam Institute of Technology</td>
<td>Box 2958, Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td>17</td>
<td>College of Business Education</td>
<td>Box 1968, Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td>18</td>
<td>Moshi University College of Business Studies</td>
<td>Box 474, Moshi</td>
<td>2</td>
</tr>
<tr>
<td>19</td>
<td>Agency for the Development of Educational Management (ADEM)</td>
<td>Box 71, Bagamoyo</td>
<td>2</td>
</tr>
<tr>
<td>20</td>
<td>Kilimanjaro Christian Medical Centre</td>
<td>Box 3010, Moshi</td>
<td>2</td>
</tr>
<tr>
<td>21</td>
<td>Tanzania School of Journalism</td>
<td>Box 4067, Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Office/Department</td>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>22</td>
<td>President's Office</td>
<td>Box 91, Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td>23</td>
<td>President's Office, Policy &amp; Planning</td>
<td>Box 2483, Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td>24</td>
<td>President's Office, Management of Public Services</td>
<td>Box 3142, Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td>25</td>
<td>President's Office, Regional Administration &amp; Local Government</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>26</td>
<td>Vice President's Office</td>
<td>Box 5380, Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td>27</td>
<td>Prime Minister's Office</td>
<td>Box 3021, Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td>28</td>
<td>Ministry of Community Development, Gender &amp; Children</td>
<td>Box 3448, Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td>29</td>
<td>Ministry of Education &amp; Culture</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>30</td>
<td>Ministry of Labour &amp; Youth Development</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>31</td>
<td>Ministry of Science, Technology &amp; Higher Education</td>
<td>Box 2645, Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td>32</td>
<td>Tanzania Social Action Fund</td>
<td>Box 9381/9120 Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td>33</td>
<td>East Africa Community</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>34</td>
<td>Cooperative &amp; Rural Development Bank (CRDB)</td>
<td>Box 268, Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td>35</td>
<td>Dar es Salaam Community Bank (DCB)</td>
<td>Box 19798, Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td>36</td>
<td>Community Bank, Mwanga</td>
<td>Box 333, Moshi</td>
<td>2</td>
</tr>
<tr>
<td>37</td>
<td>Nyerere Foundation</td>
<td>Box 71000, Dar es Salaam</td>
<td>2</td>
</tr>
<tr>
<td>38</td>
<td>Parliament Offices</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>39</td>
<td>Institute of Rural Development Planning</td>
<td>Box 138, Dodoma</td>
<td>2</td>
</tr>
<tr>
<td>40</td>
<td>Arusha Regional Centre</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>41</td>
<td>Coast Regional Centre</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>42</td>
<td>Dar es Salaam Regional Centre</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>43</td>
<td>Dodoma Regional Centre</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>44</td>
<td>Iringa Regional Centre</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>45</td>
<td>Kagera Regional Centre</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>46</td>
<td>Kigoma Regional Centre</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>47</td>
<td>Kilimanjaro Regional Centre</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>48</td>
<td>Lindi Regional Centre</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>49</td>
<td>Mara Regional Centre</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>50</td>
<td>Manyara Regional Centre</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>51</td>
<td>Mbeya Regional Centre</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>No.</td>
<td>Organisation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>--------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Morogoro Regional Centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Mtwara Regional Centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>54</td>
<td>Mwanza Regional Centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>55</td>
<td>Rukwa Regional Centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>Ruvuma Regional Centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>Shinyanga Regional Centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>Tanzania Gender Networking Program (TGNP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>Tanzania Media Women Association (TAMWA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Research on Poverty Alleviation (REPOA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>61</td>
<td>KULEANA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>62</td>
<td>HAKIELIMU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>63</td>
<td>ESRF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>64</td>
<td>Legal &amp; Human Rights Centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>65</td>
<td>Equal Opportunities Trust Fund (EOTF)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66</td>
<td>PLAN International</td>
<td></td>
<td></td>
</tr>
<tr>
<td>67</td>
<td>CARE International</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68</td>
<td>CONCERN Worldwide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>69</td>
<td>World Vision International</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>Aga Khan Education Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>71</td>
<td>Tanzania Episcopal Council (TEC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>72</td>
<td>BAKWATA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>73</td>
<td>Local Government Reform Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>74</td>
<td>United States Agency for International Development (USAID)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>United Nations Development Program (UNDP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>76</td>
<td>United Nations High Commission for Refugees (UNHCR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>77</td>
<td>United Nations Information Centre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>UNICEF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>UNPF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>Algeria</td>
<td></td>
<td></td>
</tr>
<tr>
<td>81</td>
<td>Angola</td>
<td></td>
<td></td>
</tr>
<tr>
<td>82</td>
<td>Bangladesh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>83</td>
<td>Belgium</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Country</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>84</td>
<td>Burundi</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>85</td>
<td>Canada</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>86</td>
<td>China</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>87</td>
<td>Cuba</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>88</td>
<td>Denmark, Royal Embassy of Congo</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>Democratic Republic of Congo</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>90</td>
<td>Egypt, Arab Republic of Egypt</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>91</td>
<td>Finland, Royal Embassy of Finland</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>92</td>
<td>France</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>93</td>
<td>Germany</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>94</td>
<td>Great Britain</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>95</td>
<td>Hungary</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>96</td>
<td>India</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>97</td>
<td>Indonesia</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>98</td>
<td>Iran</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>99</td>
<td>Ireland, High Commission of Ireland</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>Italy</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>101</td>
<td>Japan</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>102</td>
<td>Kenya</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>Korea, North</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>Korea, South</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>Libya</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>106</td>
<td>Malawi</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>107</td>
<td>Mozambique, High Commission of</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>108</td>
<td>Netherlands</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>109</td>
<td>Nigeria</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>110</td>
<td>Royal Norwegian Embassy</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>111</td>
<td>Poland</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>112</td>
<td>Russia</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>113</td>
<td>Rwanda</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>114</td>
<td>Saudi Arabia</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>115</td>
<td>South Africa</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>116</td>
<td>Spain</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>117</td>
<td>Sudan</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>118</td>
<td>Sweden</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>119</td>
<td>Switzerland</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>120</td>
<td>Syria</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>121</td>
<td>Uganda</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>122</td>
<td>United States of America</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>123</td>
<td>Yemen</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>124</td>
<td>Yugoslavia</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>125</td>
<td>Zimbabwe</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>126</td>
<td>Zambia</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
# Appendix II

## INITIATIVES TO PROMOTE CED PROGRAM IN TANZANIA

### IMPLEMENTATION PLAN

<table>
<thead>
<tr>
<th>ID</th>
<th>Task Name</th>
<th>Duration</th>
<th>Start</th>
<th>Finish</th>
<th>Resources</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Planning Meeting, developing Bi-laws</td>
<td>2 days</td>
<td>Mon 12/5/05</td>
<td>Tue 12/6/05</td>
<td>Stationeries, Reference books</td>
<td>Editorial Board</td>
</tr>
<tr>
<td>2</td>
<td>Project design</td>
<td>5 days</td>
<td>Fri 12/9/05</td>
<td>Thu 12/15/05</td>
<td>Stationeries, Reference sources</td>
<td>Editorial Board, Lecturers</td>
</tr>
<tr>
<td>3</td>
<td>Prepare the Newsletter draft and send it</td>
<td>11 days</td>
<td>Mon 1/23/06</td>
<td>Mon 2/6/06</td>
<td>Articles, pictures, Funds</td>
<td>Editorial Board, Supervisor</td>
</tr>
<tr>
<td>4</td>
<td>Draft of the Newsletter taken to printer</td>
<td>11 days</td>
<td>Fri 2/10/06</td>
<td>Fri 2/24/06</td>
<td>Funds for printing</td>
<td>Editorial Board</td>
</tr>
<tr>
<td>5</td>
<td>Distribution of the First Issue</td>
<td>6 days</td>
<td>Mon 3/13/06</td>
<td>Mon 3/20/06</td>
<td>Funds for postage and Distribution</td>
<td>Editorial Board</td>
</tr>
<tr>
<td>6</td>
<td>Collect and analyze data from the question</td>
<td>30 days</td>
<td>Wed 3/1/06</td>
<td>Tue 4/11/06</td>
<td>Funds for data collection</td>
<td>Editorial Board</td>
</tr>
<tr>
<td>7</td>
<td>Reviewing SNHU/OUT website</td>
<td>24 days</td>
<td>Thu 2/9/06</td>
<td>Tue 4/4/06</td>
<td>Consultancy fee</td>
<td>Editorial Board, Webdesigner</td>
</tr>
<tr>
<td>8</td>
<td>Prepare promotional materials - T-shirts and caps</td>
<td>5 days</td>
<td>Mon 3/13/06</td>
<td>Fri 3/17/06</td>
<td>Funds</td>
<td>Editorial Board</td>
</tr>
<tr>
<td>9</td>
<td>Outsource the designing of the website</td>
<td>3 days</td>
<td>Wed 4/5/06</td>
<td>Fri 4/7/06</td>
<td>Consultancy fee</td>
<td>Editorial Board</td>
</tr>
<tr>
<td>10</td>
<td>Revise the outsourced website</td>
<td>3 days</td>
<td>Wed 4/26/06</td>
<td>Fri 4/28/06</td>
<td>Website</td>
<td>Editorial Board, Web designer</td>
</tr>
<tr>
<td>11</td>
<td>Project Report write up</td>
<td>120 days</td>
<td>Mon 5/1/06</td>
<td>Fri 10/13/06</td>
<td>Data available</td>
<td>Editorial Board</td>
</tr>
<tr>
<td>12</td>
<td>Organization for the Fund Raising Event</td>
<td>20 days</td>
<td>Wed 12/20/06</td>
<td>Tue 1/16/07</td>
<td>Promotional Materials, Funds</td>
<td>Editorial Board, CED Office</td>
</tr>
<tr>
<td>13</td>
<td>Select the articles, pictures for the 2nd iss</td>
<td>28 days</td>
<td>Thu 2/1/07</td>
<td>Mon 3/12/07</td>
<td>Articles, pictures</td>
<td>Editorial Board</td>
</tr>
<tr>
<td>14</td>
<td>Production of Promotional Materials</td>
<td>7 days</td>
<td>Tue 3/13/07</td>
<td>Wed 3/21/07</td>
<td>Funds</td>
<td>Editorial Board</td>
</tr>
<tr>
<td>15</td>
<td>Send the draft of the Newsletter to editor</td>
<td>16 days</td>
<td>Thu 3/22/07</td>
<td>Thu 4/12/07</td>
<td>Draft Newsletter</td>
<td>Editorial Board</td>
</tr>
<tr>
<td>16</td>
<td>Send the draft of the Newsletter to the printer</td>
<td>10 days</td>
<td>Thu 3/29/07</td>
<td>Wed 4/11/07</td>
<td>Funds</td>
<td>Editorial Board</td>
</tr>
<tr>
<td>17</td>
<td>Distribute the 2nd issue</td>
<td>11 days</td>
<td>Thu 4/12/07</td>
<td>Thu 4/26/07</td>
<td>Postage and Distribution funds</td>
<td>Editorial Board</td>
</tr>
<tr>
<td>18</td>
<td>Monitoring &amp; Evaluation</td>
<td>363 days</td>
<td>Mon 12/5/05</td>
<td>Wed 4/25/07</td>
<td>M&amp;E Tools</td>
<td>Editorial Board</td>
</tr>
</tbody>
</table>

---

**Project:** Project_Final  
**Date:** Thu 9/13/07
### Promotional Material Production

<table>
<thead>
<tr>
<th>Total Production</th>
<th>Quantity</th>
<th>Cost @</th>
<th>Production Cost</th>
<th>Sold</th>
<th>Remainin</th>
<th>Selling Price</th>
<th>Total sales</th>
<th>In Stock</th>
<th>Total income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large T-shirts</td>
<td>30</td>
<td>5,000</td>
<td>150,000</td>
<td>30</td>
<td>6,500</td>
<td>195,000</td>
<td></td>
<td></td>
<td>195,000</td>
</tr>
<tr>
<td>Small T-shirts</td>
<td>100</td>
<td>4,000</td>
<td>400,000</td>
<td>89</td>
<td>11</td>
<td>6,500</td>
<td>578,500</td>
<td>71,500</td>
<td>650,000</td>
</tr>
<tr>
<td>Polo T-shirt</td>
<td>260</td>
<td>9,500</td>
<td>2,470,000</td>
<td>197</td>
<td>63</td>
<td>12,000</td>
<td>2,364,000</td>
<td>756,000</td>
<td>3,120,000</td>
</tr>
<tr>
<td>Mugs</td>
<td>200</td>
<td>5,000</td>
<td>1,000,000</td>
<td>179</td>
<td>20</td>
<td>5,500</td>
<td>984,500</td>
<td>110,000</td>
<td>1,100,000</td>
</tr>
<tr>
<td>Cash From CED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,800,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>4,020,000</td>
<td>4,122,000</td>
<td></td>
<td>937,500</td>
<td>7,865,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cash From CED</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,800,000</td>
</tr>
<tr>
<td><strong>Total Received</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6,922,000</td>
</tr>
</tbody>
</table>

### EXPENDITURE

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Production Costs</td>
<td>4,370,000</td>
</tr>
<tr>
<td>NL production</td>
<td>1,000,000</td>
</tr>
<tr>
<td>Distribution of NL</td>
<td>450,000</td>
</tr>
<tr>
<td>Courrier Charges</td>
<td>57,500</td>
</tr>
<tr>
<td>Miscellaneous Exp</td>
<td>60,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>5,937,500</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TS+Stock</td>
<td>7,859,500</td>
</tr>
<tr>
<td>Balance</td>
<td>5,500</td>
</tr>
<tr>
<td>1 Mug damaged</td>
<td>5,500</td>
</tr>
<tr>
<td>Balance to be paid</td>
<td>984,500</td>
</tr>
</tbody>
</table>
Appendix IV

The project title:
The Assessment of effectiveness of promotional initiatives for CED philosophy in Tanzania

CONTENTS
• Introduction and background information
• Needs assessment
• Research Objectives
• Research questions
• Literature review
• Methodology
• Findings & Recommendation
• Project Implementation
• Monitoring & Evaluation
• Sustainability

Introduction and background information
• Apart from the outreach projects there was a need of having a means of promoting CED through newsletter and other promotional materials.
• To disseminate information about the CED program in and outside Tanzania.
• Other materials include; T-shirts, caps, mugs, bags and organized activities such as dinner, exhibitions, charity walk and rallies.

Needs assessment
• We did Needs assessment through; interviews & secondary data.
• The Assessment was participatory – CED Students were involved.
• The assessment revealed the need to assess the effectiveness of the promotional initiatives.

Statement of the Problem
• Despite initiatives that included production of Newsletter, promotional materials like mugs and T-shirts the effectiveness of these initiative is not known.
• One could hardly tell exactly which promotional material is more effective and efficient.

Members
• Hon. Sophia Simba
• Ms. Judith Bihondwa
• Ms. Aurelia Julius Makoye
• Ms. Mary Shao Msuya
• Mr. Dedan Igongo
• Mr. Meshack Pangani
• Mr. Kaijage Novatus Justinian
• Mr. Abdallah Kashindye Hassan
### Stakeholders
- CED third year intake & alumni
- CED/OUT & SNHU
- Higher learning institutions
- The local and international Non Governmental Institutions
- Govt. Mins. Depts. & Agencies

### Objectives of the study
- The overall objective is to assess the effectiveness of promotional initiatives in promoting CED Program
- Specific objectives of the survey are:
  - To assess the effectiveness of Newsletter,
  - Website,
  - T-shirts and Mugs
  - in promoting the CED Program

### Research Questions
- Do the CED promotional materials address the CED philosophy?
- How relevant are the CED promotional materials to the stakeholders?
- Are the Promotional materials effective in promoting CED program?

### Research Methodology
- Questionnaires (open and closed),
- Key Informant Interviews (KII),
- Focused Group Discussions (FGD),
- Three questionnaires were developed;
  - one for the website, which contained 5 questions,
  - the second was for the Newsletter which had 9 questions and
  - the last one for T-shirts and Mugs with 7 questions.

### Research Methodology cont..
- Third year students, alumni, lecturers and supervisors were asked to respond to all questionnaires, while others were requested to only respond to the newsletter and the website questionnaires.
- The closed – ended questions in the form of rating the responses in the range from excellent to poor was used to ask respondents.
- Four FGD were conducted to the third year students, two in Dar es Salaam, one in Arusha and one in Mwanza.
- Some questionnaires were mailed to the OUT regional centers while Telephone interviews were made to different people who preferred to be interviewed.
- KII were conducted to some specific groups of people who were found resourceful.

### Survey Method
- Cross sectional - data was collected at a single point in time.
- Deployed both quantitative and qualitative data.
- Descriptive as it sets out to collect, organize and summarize information about the matter being studied.
Sampling

- The total population is about 1000
- Sampling involved different groups;
  - The two former cohorts & The third year intake (140),
  - Embassies (23)
  - DED (62)
  - Higher learning Institutions & the OUT regional centers (27)
  - the local & International NGO’s (6)
  - Total Sample 258

Sampling cont..

- Probability sampling was used.
- Stratified random sampling was deployed as all the individual groups that received copies of the promotional materials were subdivided into groups or strata.
- Systematic sampling was used whereby every nth term from a list was selected randomly

Literature review

- The literature review was divided into three parts
  - Theoretical
  - Empirical and
  - Policy review

Literature review Cont..

- There evidences of strength and challenges faced while establishing and producing previous issues (Research by the Newsletter Group December 2004)
- Newsletters in the world today continue to be vehicles for information dissemination. The statement is justified by a newsletter known as "The Big6" is used to provide information on problem solving process which was developed by Mike Eisenberg and Bob Berkowitz in January 2005. (Mike etal. April 14, 2005)

Finding and Recommendation

- More than half of respondents were current CED students 66%
- followed by officers where the newsletter is distributed 28%.
- There were few beneficiaries from former CED students 4.8%
- 25.9% had seen the newsletter, while
- 67.2% had not yet seen the newsletter.
- 6.9% did not respond to this question.

2.2 Respondents to the Newsletter Questionnaire
Website responses

- The data show that more people responded to questions on t-shirts compared to mugs that is 81% and 14% respectively.
- Mugs are not the best way of disseminating information compared to T-shirts.
- It is more effective to use T-shirts in promotion since it is more visible and it doesn't need one to own it to see the message.

Respondents to mugs and t-shirts

- 70.1% of the respondents agreed to have received a T-shirt while 29.9% have not accessed.
- This shows that more people received the message on CED through T-shirts.
- Our assumption on the remaining 29.9% is that they could not afford the price or not happy with the design and quality.
- Availability could also be among the reasons for access.

Website

- Respondents show that they are not very much familiar with the program website.
- 37.1% said to be aware of the website while 62.9% are not aware.
- Still there is a challenge of creating awareness on visiting the program website.
- Information delivered through the website is less accessed.

Website

- 58.3% of the respondents show that the website content is good, the data is not very much reliable since more than 50% of the respondents did not respond as per above table.

T-shirts

- 70.1% of the respondents agreed to have received a T-shirt while 29.9% have not accessed.
- This shows that more people received the message on CED through T-shirts.
- Our assumption on the remaining 29.9% is that they could not afford the price or not happy with the design and quality.
- Availability could also be among the reasons for access.

Newsletter

- asked how they would rank the content of the newsletter,
- 31.8% of respondents felt that the content is excellent,
- 62.7% said the content is good
- while 5.5% said it is satisfactory.
- However, 41.5% of the sample did not respond to this question.
- This implies that the newsletter has not yet reached all the intended audience; although the few who responded show that the content is useful.
**Newsletter Structure**

- When asked for their comments regarding the structure of the newsletter, 34.9% of respondents ranked it excellent, 55% said it is good and another 10.1% ranked it satisfactory. Generally we can say that the structure of the newsletter is good.

**Newsletter improvement**

- 109 respondents 70.6% indicated a need to improve a newsletter.
- 29.4% didn’t see the need.

Respondents recommended:
- putting a page for events,
- publish more community initiatives and case studies,
- add column for alumni,
- prepare a writing policy.
- publish the newsletter consistently.

**Willingness to Buy**

- 88.5% of respondents indicated willingness to buy the newsletter,
- 11.5% said they were not willing to buy it.
- 30.9% did not respond to this question. This might indicate that they had not accessed the newsletter.

Respondents mean willingness to pay is Tsh 1,250/= per copy.

**Unwillingness to Buy**

- Reasons put forward for their negative response included:
  - lack of fund (28.6%).
  - The newsletter can be accessed freely via the website no need of buying (14.3%) and others said newsletters are meant for promotion and not for sale (42.9%).
  - 14.3% said they can not respond until they see the newsletter.

**Willingness to receive the NL**

- 99.2% of respondents are willing to continue receiving the newsletter.
- This means there is high demand for the newsletter and it is effective means for disseminating the CED philosophy.
- 33.5% did not respond, this indicates that the newsletter distribution strategies need to be improved.

**Newsletter Frequency**

- When requested to suggest the frequency of the newsletter, 77.3% of respondents preferred to receive the newsletter quarterly. 8.6% of the respondents said they wanted to receive it biannually. 1.7% preferred to receive it monthly while 2.3% wanted it annually.
### Number of copies

- The respondents were given an open-ended question on the number of copies they would prefer to receive. The majority of the respondents (25.8%) said they prefer receiving only 2 copies of the newsletter. Those who required more than 5 copies (11.3%) are from the Higher learning institutions.

### Availability

- 50% said T-shirts were available, 34% said they are not reliable while 6% said they were not available. This tells us of the need to put more efforts in marketing and promoting the promotional materials.

### Affordability

- On affordability, 41% of respondents said the T-shirt were expensive, only 10% said T-shirts prices are fair. However 52.5% did not respond to this question.

### Design

- As regards to the design of the T-shirts 54% said the design is excellent while only 3.6% said the design was poor. Only 41% of the sample population responded to the question. It is worth noting that these responses were before distribution of 2006 promotional materials.

### Newsletter Sharing:

- 81.2% said YES, while 18.8% said they have never shared it.
- 71% did not respond to this question.
- 54.6% use the library while 20.6% use the reception desk. 19.6% share through workmates and 5.2% through other means. 91% did not respond, this can be associated with the fact that most of the sample population have never received the newsletter.

### Summary of Findings:

- The promotional materials have addressed the CED philosophy and the best of all is the newsletter and T-shirts compared to website and mug.
- Newsletter be produced on quarterly basis and if possible in both languages: Kiswahili and English
- Distribution of the newsletter to the beneficiaries is not sufficient
- The contents of the newsletter need to be improved to include; community initiatives and case studies, publish consistently and improve the layout.
- Respondents confused the SNHU website to that of the CED Tanzania website.
- The CED Tanzania website was found to have not been visited by most beneficiaries, the content is outdated and the design is not appealing.
- During the study it was revealed that most of intended beneficiaries had neither received the newsletter nor the shirts and mugs.
- T-shirts and mugs were found to be expensive.
4.0 Conclusion

- Promotional materials have a major impact in disseminating CED philosophy.
- The newsletter proved to be the most appropriate way so we recommend using it.
- Few had visited the website. This has negatively affected our survey, since the response was very minimal hence limiting our base for generalization.
- Other promotional materials such as t-shirts and mugs are less effective and this is associated to high price which resulted from the high quality and design of both the t-shirts and mugs.
- In order to make these materials effective, the market price should be considered.
- The CED program website is very ineffective, the content is outdated, and the design is not attractive.
- Deliberate efforts need to be made to revamp website.

Recommendation

- There should be a policy for CED students to contribute newsletter articles and photographs, especially on their projects and be academically rewarded.
- The CED Editorial students should concentrate only in developing the newsletter and the website.
- The CED website should be a separate entity from the OUT website and this could probably make it easy for updating and redesigning.

Recommendation

- There should be a mechanism of updating the alumni list for continual contacts.
- The CED newsletter should have a dispatch register book and an accompanying letter for monitoring the distribution of the newsletter.
- From our experience and that of first two intakes, we recommend that only two issues of the newsletter should be produced for each intake.

Project Implementation

- Objectives
  - To raise funds through production of promotional materials by June 2006.
  - To increase the number of copies 20% by Jan. 2007.
  - To increase the number of CBOs, NGOs and other institutions receiving newsletter by 25% by.
  - To improve the program website by designing the existing webpage, By Jan 2007.

Implementation Cont.

<table>
<thead>
<tr>
<th>Sn</th>
<th>Activities</th>
<th>Responsible Pers.</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Production of Newsletter (2 issues)</td>
<td>Editorial Board, Supervisor</td>
<td>March 2006, July 2006</td>
</tr>
<tr>
<td>2</td>
<td>Review the website</td>
<td>Editorial Board, Supervisor</td>
<td>March 2006</td>
</tr>
<tr>
<td>3</td>
<td>Production of Promotional Materials</td>
<td>Editorial Board</td>
<td>March 2006</td>
</tr>
<tr>
<td>4</td>
<td>Monitoring &amp; Evaluation</td>
<td>Editorial Board</td>
<td>March 06 – Jan 07</td>
</tr>
</tbody>
</table>

Monitoring & Evaluation

<table>
<thead>
<tr>
<th>Objectives Indicators</th>
<th>Achievements</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount of fund raised (450, 000 Targeted)</td>
<td>250, 000 Raised (Achieved 55.5%)</td>
<td>Will reach the target after sale of remained promotional materials</td>
</tr>
<tr>
<td>Promotional Materials produced (200 T-shirts, 100 Mugs)</td>
<td>200 T-shirts, 100 Mugs Produced</td>
<td>Reached the target by 100%</td>
</tr>
<tr>
<td>20% increase Newsletter copies 2 issues to be produced</td>
<td>Increased Number of copies by 50% of the Target issue produced-50%</td>
<td>Second issue to be produced by end of January, 2007</td>
</tr>
</tbody>
</table>
Monitoring & Evaluation Cont.

<table>
<thead>
<tr>
<th>Objectives Indicators</th>
<th>Achievements</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% increase of Inst. Receiving the Newsletter</td>
<td>120% increase</td>
<td>Reached inst. Beyond the target</td>
</tr>
<tr>
<td>Improve the design of the CED website</td>
<td>-</td>
<td>Carried forward to Feb</td>
</tr>
</tbody>
</table>

sustainability

- Enhance fund raising
- Provide space for advertisement in a newsletter
- Support from CED program office
- Partial fulfilment for MSC. CED course

Conclusion

- Promotional materials have played a great role in promoting the CED Philosophy.
- The project will continue with production of these materials.
- The Swahili version of the Newsletter is recommended.

THANK YOU
RE: THE CED NEWSLETTER

Please find enclosed copies of issue no. 5 of the CED newsletter for information and circulation within your office. The newsletter is published by students taking the MSc in Community Economic Development Course offered by Open University of Tanzania in collaboration with the Southern New Hampshire University of United States of America. It is our hope that you will find the newsletter of interest to you and your colleagues.

We would like to make sure that all institutions and individuals on our distribution list receive the newsletter. We are therefore requesting you to acknowledge the receipt of the newsletter. This can be done by sending us a letter to the above address, through telephone no. 0784858985 or by email: akhassan@esrf.or.tz

In case you need more copies or further clarification please do not hesitate to contact us.

Kind regards,
CED Newsletter
A.K Hassan
For Editorial Board
Appendix VI

A.K. Hassan
The Editorial Board
CED Newsletter
Open University of Tanzania
P.O. Box 23409
Dar es Salaam

THE CED NEWSLETTER

I am directed to acknowledge with thanks receipt of your letter dated 31st May, 2007 with the enclosed copies of No. 6 issue of the CED newsletter.

2. The High Commission appreciates your gesture and desire to disseminate information considered very useful to people around you and wishes you progress in this regard.

L.O. Udeokoro
For: High Commissioner
The Chief Secretary Mr. P.L. Luhanjo wishes to acknowledge with thanks receipt of your CED Newsletter issue No.6 forwarded to him through your letter dated 31st May 2007 and would like to express his appreciations for sending a copy to this office.

By this letter we relay his acknowledgement note on receipt of the Newsletter.

Thanks for your cooperation.

(John D. Mbwana) for: CHIEF SECRETARY
Dear Sir,

Re: THE CED NEWSLETTER.

We acknowledge, with thanks, receipt of your newsletter we received on 26th June 2007.

The newsletter is one of the most informative news items in the country and through its main heading, “TANZANIA Bye–bye Poverty”; it shows the country can really fight poverty.

We have also put you in our mailing list and we hope to bring our newsletter to you, as soon as it is printed.

With Kind Regards

T. J. Ndee
For: PRINCIPAL
Sirs,

RE : THE CED NEWSLETTER

I have the honour to acknowledge receipt of your letter of May 31st, 2007 by which you kindly sent us a copy of issue n° 6 of the CED newsletter.

I take this opportunity to thank you very much for your attention to the Embassy of the Democratic Republic of Congo in Tanzania and I reassure you that the CED Newsletter found great interest among the staff members of this Embassy.

Please accept, Sirs, the assurances of my highest consideration.

JUMA-ALFANI MPANGO
AMBASSADOR
MNF/AD/1

A.K. Hassan,
The Editorial Board,
CED Newsletter,
P.O. Box 23409,
DAR ES SALAAM

Dear Hassan,

RE: THE CED NEWSLETTER

We thank you very sincerely for sending to us copies of your CED Newsletter. It is an important addition to our library and a useful source of much needed information on CED and its area of operation.

With Best Wishes.

Yours sincerely,

JOSEPH W. BUTIKU
EXECUTIVE DIRECTOR
The Editorial Board,
CED Newsletter,
Open University of Tanzania,
P.O. Box 23409,
DAR ES SALAAM.

RE: THE CED NEWSLETTER

I acknowledge receipt of your newsletter on 18th September, 2006.

Thank you very much for considering our Ministry in your distribution plan for this very important and informative Newsletter.

Looking forward for more copies in future.

B. M. Kilua
For: PERMANENT SECRETARY
A R K Hassan
The Editorial Board
CED Newsletter
Open University of Tanzania
P.O.Box 23409
Dar es Salaam

RE: THE CED NEWSLETTER

To: Please refer the above title.

2.0 This is to acknowledge the receipt of a copy of CED newsletter.

The Pemba Out Cell, also has received the copies.

3.0 This issue No. 5 of the CED newsletter is very good and I assume to be of much interest to my colleagues too.

4.0 Thanks for sending us the copies.

I wish you all the best.

Thru,

Isha B. Ali
Pembea Regional Centre
THE EDITORIAL BOARD
CED NEWSLETTER
OPEN UNIVERSITY OF TANZANIA
P.O. BOX 23409
DAR ES SALAAM

Attn: A.K. HASSAN

Dear Sir,

RE: CDE NEWSLETTER

We are pleased to have received your CED Newsletter Volume No. 1 issue 5.

We would like to be receiving the newsletter and therefore we are grateful in knowing that you have included our College in your distribution list.

Yours sincerely,

D. Majwai
For: Principal
A. K. Hassan,  
c/o The Editorial Board,  
CED Newsletter,  
Open University of Tanzania  
P.O.Box 23409  
Dar es Salaam

**COPIES OF ISSUE NO.5 OF CED NEWSLETTER**

I am directed to acknowledge with thanks receipt of five copies of your newsletter which you so graciously forwarded to the High Commissioner.

2. The gesture is highly appreciated.

Yours Sincerely,  

Emeka J osakweker  
Minister  
For High Commissioner
The Editorial Board,  
CED Newsletter,  
Open University of Tanzania,  
P.O. Box 23409,  
DAR ES SALAAM

Attn. Mr. A. K. Hassan

Dear Sir,

RE: CED NEWSLETTER

This is to acknowledge with thanks receipt of four (4) copies of CED Newsletter issued No. 5 sent to our library.

We thank you for your continued cooperation.

Yours sincerely,

[Signature]

S. R. Mushi,  
For PRINCIPAL
To: akhassan@esrf.or.tz
Subject: CED newsletter
From: Ramsey_Lyimo@wvi.org

Dear Hassan
Thanks for the newsletter, kindly send more copies as most of colleagues I work with are interested to read.
Very Kind Regards

Ramsey Lyimo
National Coordinator - EU HIV/AIDS Project
World Vision Tanzania
P.O Box 6070
Arusha, Tanzania.
Phone: +255 27 250 8850 / 4479
Fax: +255 27 250 8248
Mobile: +255 787 636011

********************************************************************
I acknowledge the receipt of ced newsletter but please make changes in my address as I no longer work with Tanzania National parks. I work with the College of African Wildlife Management-Mweka as a Lecturer in Community Conservation and Tourism.

My new address is;

Teresia Olemako  
CAWM - Mweka  
P.o Box 3031,  
Moshi Tanzania

I want to contribute to the newsletter when is the deadline to bring articles?

thanks

best regards

Teresia Olemako

All new Yahoo! Mail "The new Interface is stunning in its simplicity and ease of use." - PC Magazine
Dear Mr. Hassan,

We acknowledge with thanks receipt of copies of issue no. 5 of the CED Newsletter. We also congratulate you for the good job you have done in producing this informative and attractive newsletter.

Is it possible to get back issues, i.e. issue no. 1-4? We shall be grateful to receive them for our library.

Thank you.

Agnes Mangweha
Librarian
HakiElimu
739 mathuradas Road
PO Box 79401
Dar es Salaam, Tanzania
Tel: 255 22 2151852/3
Fax: 255 22 2152449
Email: info@hakielimu.or
gWebsite: www.hakielimu.org
Dear Sir,

As requested, I hereby acknowledge the receipt of the CED newsletter at the Embassy of France in Tanzania. We have been very much impressed by the quality of your article, dealing with various development issues in a documented and rigorous way.

Kindly receive all our encouragements in the continuation of your activities,
Chloé Roux

Chloé ROUX
ATTACHEE DE COOPERATION
Ambassade de France en Tanzanie
Tel : (255-22) 266 60 21
Fax : (255-22) 266 65 76
Courriel : chloe.roux@diplomatie
Subject: CED NEWSLETTER
Date: Wed, 16 Aug 2006 13:12:43 +0300
X-MS-Has-Attach:
X-MS-TNEF-Correlator:
Thread-Topic: CED NEWSLETTER
Thread-Index: AcbBHING+LESbjT6RDSPPL1sxJt70cw==
From: "Veronica Fubile" <verfub@um.dk>
To: <akhassan@esrf.or.tz>
X-OriginalArrivalTime: 16 Aug 2006 10:12:50.061 (UTC)
FILETIME=[87AD89A0:01C6C11C]
X-ESRF-MailScanner-Information: Please contact the ISP for more information
X-ESRF-MailScanner: Found to be clean
X-ESRF-MailScanner-MCPCheck: MCP, MCP-Checker (MCP timed out)
X-ESRF-MailScanner-From: verfub@um.dk
X-MIME-Autoconverted: from quoted-printable to 8bit by esrf.esrf.or.tz id k7GAEESx027430
X-Keywords:

Dear Hassan,

We acknowledge with thanks receipt of the newsletter. The newsletter will be circulated to all staff members and in case there is a request of more copies I will get in touch with you.

Thank you again and wish you all the best.

Best Regards,

Veronica Fubile
Secretary to the Ambassador
Royal Danish Embassy
P.O. Box 9171
Dar es Salaam
Tel: 2113887-91
Fax: 2116433
CED NEWSLETTER GROUP

BY LAWS

All members have to be committed and dedicated to the project from the beginning to the end, and all must observe and adhere to the following:

1. Attendance to all meetings as scheduled and on time

2. All members must keep their calendar of activities and adhere to it

3. Failure to attend to the meetings without concrete reason, is due for a 5,000/= penalty

4. Late arrival or absenteeism in any meeting must be reported to the chairperson or group member one to two hours before commencement of the meeting

5. Any member, who neither will nor deliver any two assignments without reasonable reason, will be dismissed from the group totally.

6. Every member is responsible to respond to the emails sent. Failure to that, will cause a penalty of 2000/= per message sent.
Appendix VIII

QUESTIONNAIRE FOR THE NEWSLETTER
(For CED Third Intake Students, Alumni, CBOs & All who have received the newsletter)

Name of the Organization

1. Have you ever received the CED program newsletter?
   Yes □
   No □

2. How would you rank the content?
   a. Excellent
   b. Good
   c. Satisfactory
   d. Poor

3. Have you shared the newsletter with you workmates?
   Yes □
   No □
   If yes, How? (Through)
   a. Workmate
   b. Library
   c. Reception desk
   d. Other (Please explain)

4. What comments do you have regarding the newsletter’s;
   Structure (arrangement, relations and organization of the contents and pictures)
   a. Excellent
   b. Good
   c. Satisfactory
   d. Poor

5. Contents (articles and pictures published in the issue)
   a. Excellent
b. Good
c. Satisfactory
d. Poor

6. Did the newsletter help you in any way to understand the CED philosophy?
   Yes
   No

7. a. Do you think the newsletter needs to be improved?
   Yes
   No

7. b. How? ☐

8. Are you willing to buy a copy of the newsletter?
   Yes
   No

   If yes, how much are you willing to pay?
   a. 1000/= ☐
   b. 1500/= ☐
   c. 2000/= ☐
   d. 2500/= ☐

   If no, why? ☐

9. Would you like to continue receiving the newsletter?
   Yes
   No

   If yes, how frequently;
   a. Monthly ☐
   b. Quarterly ☐
   c. Biannual ☐
   d. Annually ☐

   If no, why? ☐

10. How many copies of the newsletter would you like to receive?

   ☐
QUESTIONNAIRE FOR THE T-SHIRTS AND MUGS
(For CED students, Alumni and CED Administrators)

1. Have you ever received a T-shirt / mug?
   Yes ☐
   No ☐

2. How would you rate these materials?
   (i) T-shirt
      a. Excellent
      b. Good
      c. Satisfactory
      d. Poor
   (ii) Mug
      a. Excellent
      b. Good
      c. Satisfactory
      d. Poor

3. How would you rate the T-Shirts regarding:
   a. Availability
      ............................................................................................................................
   b. Affordability
      ............................................................................................................................
   c. Design
      ............................................................................................................................
   d. Quality
      ............................................................................................................................
4. How would you rate the mugs regarding:
   a. Availability
   b. Affordability
   c. Design
   d. Quality

5. What other promotional materials do you think could be useful for this purpose?

6. Where were the materials available to you when you needed them?
   Yes
   No

7. Are you willing to continue buying these promotional materials?
   Yes
   No
QUESTIONNAIRES

QUESTIONNAIRES FOR THE WEBSITE
(For CED Third Intake Students, CED Alumni and CED Administrators)

1. Have you ever visited the CED program website (www.openuniversity.ac.tz/ced/index.html)?
   Yes
   No

2. Did you find the information you were looking for?
   Yes:
   No

3. If yes, which information?

4. What do you think needs to be done to improve our desire for disseminating the CED program via the website?
   Please mention:
   The information layout/structure of the website needs improvement. It has to be eye-catching. Make use of improved graphical presentations.
THE OPEN UNIVERSITY OF TANZANIA
COMMUNITY ECONOMIC DEVELOPMENT (CED) PROGRAM
P.O. BOX 106169
DAR ES SALAAM

PAYMENT VOUCHER

BARCLAYS BANK, ACCOUNT NO. 400 6060

VOUCHER NO. 174.2007 ......................................................... PAID BY CHEQUE NO: 100747
DATE: September 06, 2007

NAME AND ADDRESS OF PAYEE

CENTRAL PRINTING WORKS LTD
P.O. BOX 2240
DAR ES SALAAM

<table>
<thead>
<tr>
<th>PARTICULARS</th>
<th>ACC. CODE</th>
<th>ALLOCATED AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>T.SHs.       CTS</td>
</tr>
<tr>
<td>Being payment for VAT (erroneously omitted from invoice attached). See invoice no: 5416 of June 1, 2007 attached</td>
<td>13</td>
<td>447,000    00</td>
</tr>
</tbody>
</table>

| TOTAL: | 447,000    00 |

TOTAL AMOUNT IN WORDS: Tshs. Four hundred and forty seven thousand only.

FINANCIAL YEAR: 2007

Prepared by: Rukia Masasi ..............
Checked by: ........................................
Authorized by: ..................................
Received by: ......................................
Date: ........................... ..........................
Date: ........................... ..........................
Central Printing Works Limited
P.O. Box 2240, Dar es Salaam, Tanzania. Telephone: 2114483, 2124696

No. 7317

Received from CED PROGRAM
the sum of Shillings FOUR HUNDRED FOURTY-SEVEN
THOUSAND ONLY.

being payment of INV no. 5416

Cash Cheque Shs. 447000

With thanks

Central Printing Works Limited

VAT Reg. No.: 10-000043-G TIN No.: 100-100-770

Date: 10/19/2007
# TAX INVOICE

**Central Printing Works Limited**

104, Mikocheni Light Industrial Area, Mwenge  
P.O.Box 2240, Dar es Salaam, Tanzania  
Tel/Fax: (022) 2701278, 2772798, E-mail: centralprintingworks@bol.co.tz

**No.** 5416  
**VAT REG. NO:** 10-000043-G  
**P.O. BOX 23409 D'SALAM**  
**DATE:** 1-6-2007

<table>
<thead>
<tr>
<th>NO.</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT PRICE (T.CHS.)</th>
<th>TOTAL (T.CHS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>THE CED NEWS LETTER</td>
<td>1000</td>
<td>2235-</td>
<td>2,235,000-</td>
</tr>
<tr>
<td></td>
<td>A4 SIZE X 24 PAGES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FULL COLOUR PRINTING</td>
<td>CPS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**UB TOTAL** 2,235,000-  
**AT 20%** 447,000-  
**TOTAL** 2,682,000-  
**ISS ADVANCE PAID**     
**MOUNT DUE** 2,682,000-

---

No:                     
*Order No:*
Central Printing Works Limited
P.O. Box 2240, Dar es Salaam, Tanzania. Telephone: 2114483, 2124896

Receipt

No. 6781

Date: 12/19/06

Received from CED PROGRAM

the sum of Shillings NINE HUNDRED TWELVE THOUSAND

only

being payment of INV NO. 4876

Cash

Cheque No. 1008473

Shs. 9,200,000-

With thanks

Central Printing Works Limited

VAT Reg. No.: 10-000034-G TIN No.: 100-100-770

---

Central Printing Works Limited
P.O. Box 2240, Dar es Salaam, Tanzania. Telephone: 2114483, 2124896

Receipt

No. 7274

Date: 1/8/2007

Received from COMMUNITY ECONOMIC DEVELOPMENT ORDER

the sum of Shillings TWO MILLION TWO HUNDRED

THIRTY-FIVE THOUSAND ONLY

being payment of INV NO. 5116

Cash

Cheque No. 100 706

Shs. 2,123,500-

With thanks

Central Printing Works Limited

VAT Reg. No.: 10-000034-G TIN No.: 100-100-770
# THE OPEN UNIVERSITY OF TANZANIA
COMMUNITY ECONOMIC DEVELOPMENT (CED) PROGRAM
P.O. BOX 106169
DAR ES SALAAM

PAYMENT VOUCHER

BARCLAYS BANK, ACCOUNT NO. 400 6060

VOUCHER NO. 133.2007 ............................................................... PAID BY CHEQUE NO: 100706
DATE: July 31, 2007

<table>
<thead>
<tr>
<th>NAME AND ADDRESS OF PAYEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CENTRAL PRINTING WORKS LTD</td>
</tr>
<tr>
<td>P.O. BOX 2240</td>
</tr>
<tr>
<td>DAR ES SALAAM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARTICULARS</th>
<th>ACC. CODE</th>
<th>ALLOCATED AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Being payment for printing of CED Newsletter Issue #6, as per tax-invoice</td>
<td>13</td>
<td>2,235,000.00</td>
</tr>
<tr>
<td>no: 5416 of June 1, 2007 (plus 20% VAT added)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL:</td>
<td></td>
<td>2,235,000.00</td>
</tr>
</tbody>
</table>

TOTAL AMOUNT IN WORDS: Tshs. Two million two hundred and thirty five thousand only.

FINANCIAL YEAR: 2007

Prepared by: Rukia Masasi

Authorized by: 

Date: July 31, 2007

Checked by

Received by

Date
BARCLAYS BANK TANZANIA LIMITED
Par es Salaam Branch P.O. Box 5137, Dar es Salaam

To Central Printing Works Ltd

For Order

Two million two hundred thirty
five thousand

Tzs 2,235,000/-

COMMUNITY ECONOMIC DEVELOPMENT PROGRAMME

Date 31/07/2007

AUTHORIZED SIGNATURES

[Signature]

[Signature]
**PROFORMA INVOICE**

**M. MEDIAN PARTNERS LTD**  
P.O. BOX 71500 DSM  Tel. 0744-018990.

**Dr. to:**  
CED PROGRAM.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Particulars</th>
<th>@</th>
<th>sh</th>
<th>ct</th>
</tr>
</thead>
<tbody>
<tr>
<td>200</td>
<td>Polo T. sh. Embroided</td>
<td>9500</td>
<td>1900.000 -</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>Sweat T. sh. (Techs)</td>
<td>4000</td>
<td>400.000 -</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2300.000 -</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTAL</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2300.000 -</td>
</tr>
</tbody>
</table>
PAYMENT VOUCHER

BARCLAYS BANK, ACCOUNT NO. 400 6060

VOUCHER NO. 173.2006 .................................................. PAID BY CHEQUE NO: 100403
DATE: May 11, 2006

NAME AND ADDRESS OF PAYEE

MEDIA PARTNERS (T) LTD  
P.O. BOX 71599  
DAR ES SALAAM

<table>
<thead>
<tr>
<th>PARTICULARS</th>
<th>ACC. CODE</th>
<th>ALLOCATED AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Going cost of printing T-shirts as follows:</td>
<td>304</td>
<td>T. SHS. 2,300,000 CTS 00</td>
</tr>
<tr>
<td>- Polo t-shirts, 200 pcs @ 9500 each ... 1,900,000:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Small t-shirts, 100 pcs @ 4000 each ... 400,000:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>2,300,000:00</td>
</tr>
</tbody>
</table>

The items are part of the work done for the project class and funds are to be reimbursed to the program after sales.

TOTAL AMOUNT IN WORDS: T. SHS. Two million three hundred thousand only

FINANCIAL YEAR: 2006

Prepared by: Rukia Masasi..........................  
Checked by ...........................................

Authorized by: ..............  
Received by: ..............

Date: May 12, 2006  
Date:  

[Signature]

[Signature]
## TAX INVOICE

**No. 5416**

**VAT REG. NO.: 10-000043-G**

**100-100-770**

**DATE: 1-6-2007**

---

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT PRICE (T.SH.S.)</th>
<th>TOTAL (T.SH.S.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE CED NEWS LETTER A4 SIZE X 24 PAGES</td>
<td>1,000</td>
<td>2,235</td>
<td>2,235,000</td>
</tr>
<tr>
<td>FULL COLOUR PRINTING</td>
<td>500</td>
<td>4,682</td>
<td>2,641,000</td>
</tr>
</tbody>
</table>

**SUB TOTAL**: 2,235,000

**VAT 20%**: 447,000

**TOTAL**: 2,682,000

**Less Advance Paid**: 2,682,000

**AMOUNT DUE**: 0

---

**Note No.**: 52657
Delivery Note

No 52657

Date: 1-6-2007

Order No: ...........................................

A/c No: ............................................

Please receive the following goods

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1000 CP - CED NEWS LETTER</td>
</tr>
<tr>
<td></td>
<td>VOL - 1 ISSUE 6</td>
</tr>
</tbody>
</table>

Goods received by:

__________________________

ONE COPY TO BE RETAINED BY THE CUSTOMER
# TAX INVOICE

No. 4876

**Central Printing Works Limited**

104, Mikocheni Light Industrial Area, Mwenge
P.O Box 2240, Dar es Salaam, Tanzania
Tel/Fax: (022) 2701278, 2772798, E-mail: centralprintingworks@bol.co.tz

**VAT REG. NO.: 10-000043-G**
**TIN NO. 100-100-770**

**DATE:** 2 - 8 - 2006

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT PRICE (T.SHS.)</th>
<th>TOTAL (T.SHS.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NEWS LETTER A4 SIZE 10 PAGES FULL COLOUR PRINTING</td>
<td>1000</td>
<td>1600</td>
<td>1,600,000</td>
</tr>
</tbody>
</table>

**SUB TOTAL:** 1,600,000

**VAT 20%**

**TOTAL:** 1,920,000

**Less Advance Paid**

**CASH:** 920,000

**RECEIPT 6723**

**AMOUNT DUE:** 920,000

Delivery Note No.: .................................................................

Local Purchase Order No.: ...........................................................
# Proforma Invoice

**Central Printing Works Limited**

104, Mikocheni Light Industrial Area, Mwenge
P.O.Box 2240, Dar es Salaam, Tanzania
Tel/Fax: (022) 2701278, 2772798, E-mail: centralprintingworks@bol.co.tz

---

**M/S RED CROSS TANZANIA**

**P.O. BOX**

**DAR-ES-SALAAM**

---

**No:** 9465

**DATE:** 14-3-2006

---

<table>
<thead>
<tr>
<th>ITEM No.</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>UNIT PRICE (T.SHS.)</th>
<th>TOTAL (T.SHS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>BOOKLET A4 S12= X 16 PAGES SELF COVER ON ART/MATT PAPER 130 GSM FULL COLOUR PRINTING</td>
<td>1000</td>
<td>1600= 1,600,000/=</td>
<td>1,600,000/=</td>
</tr>
</tbody>
</table>

---

**SUB TOTAL**

1,600,000/=  

**VAT 20%**

320,000/=  

**TOTAL**

1,920,000/=  

---

Terms of Payment: ______

---

**VAT NO.: 10-000043-G**

**TIN NO. 100-100-770**
<table>
<thead>
<tr>
<th>CASH ON HAND</th>
<th>POSTAGE ETC</th>
<th>PRIVATE BOX / BAG LOCKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL Shs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AEROGRAMMES</td>
<td>Ord.</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PICTURES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REPLY COUPONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>710</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAMP FOLDER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHILATELIC 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Album</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>PHILATELIC 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Album</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>PHILATELIC 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Albums</td>
<td>2500</td>
<td></td>
</tr>
<tr>
<td>TOTAL Shs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIRST DAY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COVER (FDC)</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>SOUVENIR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHEETS</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>SPECIAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALBUM</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>SEASONAL GREETING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARDS</td>
<td>750</td>
<td></td>
</tr>
<tr>
<td>POCKET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOOKS</td>
<td>800</td>
<td></td>
</tr>
<tr>
<td>POCKET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOOKS</td>
<td>900</td>
<td></td>
</tr>
<tr>
<td>POCKET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOOKS</td>
<td>1500</td>
<td></td>
</tr>
<tr>
<td>TOTAL Shs.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PRIVATE BOX / BAG LOCKS

<table>
<thead>
<tr>
<th>Shs.</th>
<th>Cts.</th>
<th>Locks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td></td>
<td>5000</td>
</tr>
</tbody>
</table>

### SUMMARY

- **Cash on hand:**
  - Shs. 1000
  - Cts. 50
  - Shs. 100
  - Cts. 20
  - Shs. 10
  - Cts. 5

- **Postage, etc.:**
  - Shs. 2000
  - Cts. 50
  - Cts. 100
  - Cts. 350

- **Private Box (Locks):**
  - 5000

---

**Notes:**
- Cash forward
- Stamps taken forward
- *Signature*
- Details of cash and stamps taken forward
- Details of cash and stamps taken forward
- *Signature*

---

**Date:**
- 19-05-92

---

**Amount:**
- Shs. 19400
<table>
<thead>
<tr>
<th>POSTAGE ETC</th>
<th>PRIVATE BOX / BAG LOCKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shs.</td>
<td>Postage, etc.</td>
</tr>
<tr>
<td>Drought forward</td>
<td>Locks 5000</td>
</tr>
<tr>
<td>STAMP BOOK</td>
<td>Shs. 174</td>
</tr>
<tr>
<td>STAMP BOOK</td>
<td>Shs. 3,600</td>
</tr>
<tr>
<td>POST CARD ORD</td>
<td>* 100</td>
</tr>
<tr>
<td>&quot; PICTURE</td>
<td>* 100</td>
</tr>
<tr>
<td>&quot; PICTURE</td>
<td>200</td>
</tr>
<tr>
<td>&quot; PICTURE</td>
<td>* 350</td>
</tr>
<tr>
<td>RTD POST CARD</td>
<td>* 500</td>
</tr>
<tr>
<td>REGISTERED ENV &quot;C&quot;</td>
<td>150</td>
</tr>
<tr>
<td>&quot;F&quot;</td>
<td>200</td>
</tr>
<tr>
<td>&quot;K&quot;</td>
<td>300</td>
</tr>
<tr>
<td>SPECIAL SIZE</td>
<td>* 350</td>
</tr>
<tr>
<td>AUTHORITY CARD</td>
<td>2000</td>
</tr>
<tr>
<td>AEROGRAMMES ORD</td>
<td>* 56</td>
</tr>
<tr>
<td>&quot; PICTURE</td>
<td>100</td>
</tr>
<tr>
<td>REPLY COUPONS</td>
<td>710</td>
</tr>
<tr>
<td>STAMP FOLDER</td>
<td>100</td>
</tr>
<tr>
<td>PHILATELIC ALBUM</td>
<td>* 1000</td>
</tr>
<tr>
<td>PHILATELIC INSERT</td>
<td>100</td>
</tr>
<tr>
<td>PHILATELIC CARDS</td>
<td>100</td>
</tr>
<tr>
<td>PHILATELIC ALBUM</td>
<td>2500</td>
</tr>
</tbody>
</table>

**SUMMARY**

- Cash on hand
- POSTAGE, etc.
- Locks

**Name (BLOCK LETTERS):**

**Cash Over Shs.**

**CASH OVER Shs:**

**CASH SHORT Shs:**

**Voucher Prepared (Initials):**

**P 242 Prepared (Initials):**

**P 241 Prepared (Initials):**

* Regarding cancelled Reply Coupons, any cash paid in is to be transferred as part of the cash paid in.

To be completed only in the case of sales to stamp vendors.

**Name of Voucher:**

**Number of postage stamps supplied Shs.:**

**Approval of commission allowed:**

**Pence of above:** Shs.
<table>
<thead>
<tr>
<th>LETTERS</th>
<th>POSTAGE ETC</th>
<th>PRIVATE BOX/BAG LOCKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brought forward</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAMP BOOK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POST CARD ORD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot; PICTURE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot; PICTURE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAMP BOOK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RTO POST CARDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REGISTERED ERM. &quot;G&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot; H&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot; K&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTHORITY CARDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AEROGRAMMES ORD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot; SEASONAL&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REPLY COUPONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAMP FOLDER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHILATELIC ALBUM 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHILATELIC INSERT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHILATELIC CARDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIRST DAY COVER (FOC) 60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCRAP SHEETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPECIAL ALBUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 SEASONAL GREETING CARDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOX/DIRECTORY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIST OF POST OFFICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO BOX VOL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PO BOX VOL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHILATELIC ALBUM 3600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Imprest examined and cash and stock found as shown in the summary.

Time: 3:10 p.m.

(Signature)

REGAL

Cash herefor for Stock Described on this form.

Cash received

Amount |

Initials |

Date

Time 3:10 p.m.

Stock | Received |

checked |

P 244 Prepared (Initials)

CASH OVER Shs.  |

Cts.

Made good in Cash (Initials)

Voucher Prepared (Initials)

P 241 Prepared (Initials)

"Regard canceled reply Coupons as cash and make an appropriate entry in cash on hand table except when cash is paid in for renewals in which case the coupon should be transferred as part of the cash paid in.

To be completed only in the case of sales to stamp vendors.

Name of Voucher

Value of postage stamps supplied Shs.

Amount of commission allowed percent of above Shs.

(See Accounting Instruction)
## CASH SALE

<table>
<thead>
<tr>
<th>No.</th>
<th>P. O. Box:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

**MR. BITOTA PHOTO STUDIO**  
**M/S Box 4848**  
**D’Sal AAM**  
**Date 31/01/06**

**Bought from: CED**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Particulars</th>
<th>Shs.</th>
<th>Cts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Photo 5x7</td>
<td>4000</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL: 4000**

---

## TAX CASH SALE

**No. 147838**  
**Date 14/1/06**

**M/s:**  
**Bought of:** P.O. Box:  
**VAT No.:**  
**TIN No.:**

**MASUMIN PRINTWAYS & STATIONERY LTD.**  
P.O. Box 20022, Tel: 36344/117090, Dar es Salaam, TANZANIA  
**VAT No. 10 - 005441**  
**TIN No. 180 - 185 - 660**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Particulars</th>
<th>Shs.</th>
<th>Cts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:**
Central Printing Works Limited
P.O. Box 2240, Dar es Salaam, Tanzania. Telephone: 2114483, 2124696

Receipt

No. 6723

Date: 2-S-2006

Received from CFU PROGRAMME
the sum of Shillings ONE MILLION ONLY

being payment of DW- 4876

Cash V  With thanks

Cheque

Shs. 1,000,000/-

Central Printing Works Limited

VAT Reg. No.: 10-000043-G  TIN No.: 100-100-770
No. 6781

Received from CED PROGRAM
the sum of Shillings NINE HUNDRED TWELVE THOUSAND

being payment of INV NO. 4876

Cash
Cheque No. 100473
Shs. 9,20,000=

VAT Reg. No.: 10-000043-G
Central Printing Works Limited
TIN No.: 100-100-770

Date: 12/9/06

With thanks

No. 7274

Received from COMMUNITY ECONOMIC DEVELOPMENT PROJECT
the sum of Shillings TWO MILLION TWO HUNDRED THIRTY-FIVE THOUSAND ONLY

being payment of INV NO. 54116

Cash
Cheque No. 100706
Shs. 2,123,500=

VAT Reg. No.: 10-000043-G
Central Printing Works Limited
TIN No.: 100-100-770

Date: 11/8/07

With thanks
STAMBULI INVESTMENT LTD
P.O. Box 106055, Tel: 2771265 Millennium Tower-K/Nyama,
2601536 Osterbay Cell: 0748-404791 / 0741 215457
Dar es Salaam

No. 4615 CASH SALE Date 16/10/07

M/S: CES
TIN No: 101-756-858

<table>
<thead>
<tr>
<th>Qty</th>
<th>Particulars</th>
<th>Amount</th>
<th>Cts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Empires</td>
<td>100000</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL: 100000

GOOD ONCE SOLD ARE NOT RETURNABLE

MEDIA PARTNERS (T) LTD.
Specialist in: Digital Printing, Screen Printing Fabric Printing Embroidery
Printing Advertisements & General Supplies.
P.O.Box 72308, Tel/Fax: 022 - 2618096

TIN: 104 - 019 - 188

No. 0162 RECEIPT Date: 17/10/06

Received from M/s Community Economic Development Programme

The sum of Shillings Two million three hundred only.

Being payment for

Cash / Cheque ....................................
Tshs. 2,300,000 -

With Thanks

FOR: MEDIA PARTNERS (T) LTD
<table>
<thead>
<tr>
<th>Qty</th>
<th>Particulars</th>
<th>Shs</th>
<th>Cts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Goods once sold are not returnable

**STAMBULI INVESTMENT LTD**

P.O. Box 106055, Tel: 2771265 Millennium Tower-KNyama,
2601536 Osterbay Cell: 0748-404791 / 0741 215457
Dar es Salaam

No. 4592  CASH SALE  Date 6/6/7

M/s: [Signature]

TIN No: 101-756-858

<table>
<thead>
<tr>
<th>Qty</th>
<th>Particulars</th>
<th>Amount</th>
<th>Cts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>50000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3000</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 53000

GOOD ONCE SOLD ARE NOT RETURNABLE
TheMagicTouch (T)

P. O. Box 78257, Tel: 0744 470 787 / 0744 337 733, Dar es Salaam

No. 1651

Receipt

Date: 15/04/06

Received from $ CED

The Sum of Five hundred thousand

Being payment of Printing of Cups

Received in Cash 400,000=  

Cheque

Balance - 100,000= Paid

with Thanks

TIN: 101-165-191 SD / 10 / SMR / 5609

---

TheMagicTouch (T)

P. O. Box 78257, Tel: 0744 470 787 / 0744 337 733, Dar es Salaam

No. 1682

Receipt

Date: 18/05/05

Received from COMMUNITY ECONOMIC DEVELOPMENT (CED) PROGRAM

The Sum of Five hundred thousand only

Being payment of Printing of Mug

Received in Cash

Cheque

with Thanks

TIN: 101-165-191 SD / 10 / SMR / 5609
## MAIN BAR BILL

**Tanzania Episcopal Conference**  
Kurasini Centre Hostel

**P.O. Box 3330**  
Tel. 2851075-79  
Fax. 2851133  
DAR-ES-SALAAM

---

### Cash

**Table No.** Shikta  
**Date** 15.06.06

<table>
<thead>
<tr>
<th>QTY</th>
<th>PARTICULARS</th>
<th>SHS.</th>
<th>CTS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bottles of Water @350</td>
<td>3500</td>
<td>00</td>
</tr>
<tr>
<td>1</td>
<td>Coke @300</td>
<td>300</td>
<td>00</td>
</tr>
</tbody>
</table>

**Signed by** Yvanee

---

For Focus Group Discussions
### CARGO

<table>
<thead>
<tr>
<th>Sno</th>
<th>Description</th>
<th>Category Details</th>
<th>No Of Pcs</th>
<th>Weight</th>
<th>Charged Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BOX</td>
<td>T/SHIRTS, MUGS, MAGAZINE</td>
<td>1</td>
<td>14.2</td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

**Total Pcs:** 1  
**Amount:** 5,000.00

---

### PARCELS

<table>
<thead>
<tr>
<th>Sno</th>
<th>Description</th>
<th>Category Details</th>
<th>No Of Pcs</th>
<th>Weight</th>
<th>Charged Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SMALL PARCEL</td>
<td>RAW</td>
<td>1</td>
<td></td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

**Total Pcs:** 1  
**Amount:** 5,000.00
## SCANDINAVIAN EXPRESS SERVICES LTD

**Waybill / Receipt**

**S.No** 4049621  
**Date** 01/09/2006

### Sender's Information

- **ABDALLAH HASSAN**
- **DARES SALAAM**

### Receiver's Information

- **DEDAN IGONGO**
- **MWANZA**

---

### Payment PAID

<table>
<thead>
<tr>
<th>Sno</th>
<th>Description</th>
<th>Category Details</th>
<th>No Of Pcs</th>
<th>Weight</th>
<th>Charged Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BOX</td>
<td>T-SHIRTS</td>
<td>1</td>
<td>15</td>
<td>9,000.00</td>
</tr>
</tbody>
</table>

**Total Pcs:** 1  
**Amount:** 9,000.00

---

**Customer Signature**

ABDALLAH HASSAN  
(Accepted as per Terms & Conditions of Scandinavian Express)

---

**Supervisor Signature**

---

---

## SCANDINAVIAN EXPRESS SERVICES LTD

**Waybill / Receipt**

**S.No** 4056290  
**Date** 13/08/2006

### Sender's Information

- **ABDALLAH HASSAN**
- **DARES SALAAM**

### Receiver's Information

- **DEDAN IGONGO**
- **MWANZA**

---

### Payment PAID

<table>
<thead>
<tr>
<th>Sno</th>
<th>Description</th>
<th>Category Details</th>
<th>No Of Pcs</th>
<th>Weight</th>
<th>Charged Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BOX</td>
<td>T-SHIRTS+MUGS+GAGAZINE</td>
<td>1</td>
<td>15</td>
<td>7,500.00</td>
</tr>
</tbody>
</table>

**Total Pcs:** 1  
**Amount:** 7,500.00

---

**Customer Signature**

---

**Supervisor Signature**

---
<table>
<thead>
<tr>
<th>Sno</th>
<th>Description</th>
<th>Category Details</th>
<th>No Of Pcs</th>
<th>Weight</th>
<th>Charged Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Box</td>
<td>W T-SHIRTS</td>
<td>1</td>
<td>11.4</td>
<td>4,000.00</td>
</tr>
</tbody>
</table>

Total Pcs: 1
Amount: 4,000.00

Customer Signature: ABDALLAH HASSAN

Supervisor Signature: [Signature]