

# Staff Event Request Form



Event/Collection name \_\_\_\_\_

Is this an event?  Yes  No If 'Yes' what date is the event? \_\_\_\_\_

Description: *if you are sending a communications letter to parents tick here (please attach if possible)*

Cost per learner \_\_\_\_\_ "Go live" date for event \_\_\_\_\_ Closing date \_\_\_\_\_

## What type of Karri collection is this?

- Fixed amount (e.g. R5 fixed price)
- Variable amount (parent can choose how much to pay)
- Amount per item (purchase multiple items at a fixed price)
- Shopping list ((if applicable please attach shopping list to be created)
- Custom amounts (Please provide unique price per learner)
- Attendance (No payment required)

## Expand Collection Audience with a QR Code:

- No
- Only people within your Organisation
- General Public

Requested by and from which Grade \_\_\_\_\_

Approved by HOD \_\_\_\_\_

## Advanced Options:

- Is this a donation-style collection?
- Allow multiple payments per Student?
- Allow partial payments
- Is payment compulsory?
- Require permission/terms/agreement?
- Disable invites and reminders
- Restrict who can view the collection?

Which classes/grades/ teams should be included in this? (e.g. Only grade 9, First team hockey etc.)

\_\_\_\_\_

## For finance office use only

Event set up by \_\_\_\_\_

Date \_\_\_\_\_

Karri fee \_\_\_\_\_

Total loaded onto Karri \_\_\_\_\_

### Please note:

Please make sure this collection is approved by your HOD or Grade head.  
The Karri notification will be sent to the parents on the "Go live" date requested.

Karri Transaction Fees	
Transaction Amount	Karri Fee (Excl. VAT)*
R0 - R1000	4%
R1001 - R2000	3.5%
Above R2000	2.8%

*\*Please refer to your Karri contract for VAT terms*