



ACTIVITY REGISTRATION FORM

Individual/Group/Organisation Name: _____

Contact person: _____ Email: _____

Phone: _____ Fax: _____

Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

ACTIVITIES/EVENTS

Description of planned activities/events: _____

Planned Date(s): Start: _____ End: _____

Location: _____

How many people are expected to participate? _____

If your activities/events are high risk, do you have public liability insurance?

- No Yes (please supply evidence of this)

ADRA New Zealand cannot provide public liability insurance cover for your activities/events.

Will you require ADRA New Zealand's promotional materials, such as posters, brochures, magazines and donation envelopes?

- No Yes (ADRA New Zealand will provide a current list of available materials)

FUNDRAISING

Will you be fundraising through these activities/events?

- No Yes (If you are fundraising for an approved ADRA New Zealand project, please list it below:)

ADRA New Zealand can provide details of current approved projects.

Please provide details of anticipated income and expenses for fundraising activities/events, and how funds will be managed: (If necessary, please attach additional pages)

Income

(e.g. Donations, Admission fees, Sale of Products or Services)

Expenses

(e.g. Venue Hire, Food, Decorations, Entertainment)

How will funds be managed?

(e.g. stored in a deposit box and deposited into a bank account upon completion of the event)

As an organiser of activities that will raise donations for ADRA New Zealand, I agree that I will not commence activities/events until I have read and understood ADRA New Zealand's Fundraising Guidelines for Third Party Individuals, Groups or Organisations, which will be sent to me once i have completed and returned this form.

Print Name

Title (in relation to the group)

Signature

Date

POST OR FAX THIS ACTIVITY REGISTRATION FORM TO:

ADRA New Zealand
PO BOX 24-111
Royal Oak
Auckland 1345
Ph: (09) 625 0888
Fax: (09) 262 5621

Upon approval of your application a confirmation letter will be sent to you.

Please choose how you would like to receive your confirmation letter: Email Fax Post