



3rd party fundraising initiative application form

Register your fundraising initiative in three easy steps:

1. Complete this application form and return it to Orbis Africa
2. If approved an agreement will be drafted by Orbis Africa to be signed by both parties
3. Orbis Africa will issue you with a letter of authorisation as proof that your initiative is official*

* Only Orbis Africa approved initiatives may be staged in order to benefit our organisation

Personal Information

Title: _____

Name: _____

Surname: _____

Date of Birth: _____

Company/Organisation/School/Group: _____

Designation: _____

Physical address: _____

Postal address: _____

Telephone numbers

Home: _____

Work: _____

Cell: _____

Fax: _____

Email: _____

Website: _____

Twitter name: _____

Fundraising Initiative Information

Project Event

Name of initiative: _____

Event date (If applicable): _____

Project start:/...../..... end /...../..... (If applicable)

Venue: _____

A full description of the initiative (attach a business plan if available):

Approximate expected funds/minimum donation: _____

Description of the fundraising mechanism i.e. how you plan to raise funds:

Planned/expected marketing and publicity:

The involvement required from Orbis Africa:

How did you hear about Orbis Africa?

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Website | <input type="checkbox"/> Newspaper / Magazine |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Television / Radio |
| <input type="checkbox"/> Twitter | <input type="checkbox"/> I was involved in an Orbis Africa initiative |
| <input type="checkbox"/> A friend | <input type="checkbox"/> I meet an Orbis Africa staff member/volunteer |

Guidelines and Protocols for fundraising initiatives

- Since Orbis Africa is a public benefit organisation that works in the paediatric sector legislation restricts us from being associated with alcohol, tobacco or adult entertainment or receive funding directly from such companies.
- Your initiative must comply with all laws, event regulations and have appropriate insurance and licenses where applicable. Orbis Africa cannot accept any responsibility for your initiative or anyone who participates in it. Initiatives are held at the organisers own risk and Orbis Africa cannot be held liable for any theft, damages, injury or death.
- The donation amount agreed upon by the organisers and Orbis Africa must be stated on all material related to the event or project including, but not limited to, invitations, letters, posters, advertisements and media coverage e.g. 5% of all ticket sales or R100 of each ticket sold.
- In the case of the 3rd party organiser needing to secure third party sponsorships to cover the costs of the event or project, the sponsorship amount must equal or exceed the sponsorship amount with a fair cost to income ratio.
- Orbis Africa may request that the organisers allow auditors nominated by Orbis Africa to review related donation figures.
- All material displaying Orbis Africa's logo and/or name must be sent to us for approval prior to production. Such approval will not be unreasonable withheld and Orbis Africa will make every effort to respond within two working days.
- Orbis Africa cannot provide donor information or contact details.
- Orbis Africa cannot assist with securing sponsorship or the sale of tickets.



- Orbis Africa has a limited amount of branding for use at events. All promotional material loaned by Orbis Africa to the organiser must be collected and returned within an agreed time period and in the original condition. The material must be replaced by the organiser timeously if damaged or lost.

I agree to abide to the stipulated conditions and protocols. I agree that all proceeds as stipulated here will go to Orbis Africa to support the nominated fundraising project:

Name: _____

Signature: _____

Date: _____

Place: _____

Once completed and signed please return to:

Orbis Africa
Kings Cross Corner
9 Queens Park Avenue
Salt River
Cape Town, 7925
South Africa

Tel: +27 (0)21 447 7135
Fax: +27 (0)21 447 7146
Email: orbis@orbis.org.za