



## **APPLICATION FOR COMMUNITY FUNDRAISING INITIATIVES**

### **STEPS TO REGISTER YOUR COMMUNITY FUNDRAISING INITIATIVES:**

Step 1: Complete the *Community Fundraising Initiatives* application form & return to Zip Zap

Step 2: If approved, an Agreement will be drafted and signed by both parties.

Step 3: Organiser will then be issued with a Letter of Authorisation

Step 4: Make some magic!

PLEASE NOTE: Only events/projects approved by Zip Zap Social Circus will be entitled to raise funds in aid of Zip Zap.

### **PERSONAL INFORMATION:**

TITLE: ..... NAME: ..... SURNAME: .....

DATE OF BIRTH: .....

COMPANY / ORGANISATION / SCHOOL / GROUP:

.....

DESIGNATION.....

PHYSICAL ADDRESS.....

.....POST CODE.....

POSTAL ADDRESS

.....

..... POST CODE.....

TELEPHONE (HOME) ..... (WORK) .....

(CELL) ..... (FAX) .....

EMAIL .....

I'd like to receive the Zip Zap Social Circus Newsletter

TWITTER/INSTAGRAM HANDLE: .....

WEBSITE: .....

**EXTERNAL FUNDRAISING INITIATIVE INFORMATION:**

PROJECT                       EVENT

NAME OF INITIATIVE .....

VENUE .....

DATE START ...../...../..... END ...../...../..... (if applicable)

PLEASE PROVIDE A FULL DESCRIPTION OF THE INITIATIVE

(If available please attach a short business plan)

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.....  
.....  
.....

EXPECTED FUNDS (APPROX) / MINIMUM DONATION:

(please note there is a minimum donation of R5000 for any external fundraising event or project)

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FUNDRAISING MECHANISM: (how will money be raised at the event / through the project)

.....  
.....  
.....

EXPECTED / PLANNED MARKETING AND PUBLICITY

.....  
.....

WHAT INVOLVEMENT IS REQUIRED FROM ZIP ZAP SOCIAL CIRCUS?

Logo             Social media             Zip Zap marketing material             None

WHERE DID YOU HEAR ABOUT ZIP ZAP SOCIAL CIRCUS?

Website                       Newspaper / Magazine                       Television / Radio  
 Social Media                       Direct Marketing                       Worked at Zip Zap  
 Past Student                       Relative of past student                       Saw a show/performance

A friend

**ZIP ZAP SOCIAL CIRCUS EVENT GUIDELINES & PROTOCOLS**

- Zip Zap Social Circus is a youth organization and can therefore not be associated with alcohol, tobacco or adult entertainment or receive funding from such companies.
- Zip Zap will not accept responsibility for your event or anyone participating. You must therefore ensure your event complies with relevant laws, event regulations and has appropriate insurance and licenses where applicable. Events and Projects are held at the organisers own risk and will not hold Zip Zap liable for any theft, damages, injury, or death.
- The donation amount, as agreed upon by Zip Zap and the organisers, must be stated on all material related to the project or event. This includes but is not limited to, advertising, media coverage, posters, invitations, and social media posts. E.g. “20% of all ticket sales”, “R40 of each ticket sold”, etc.
- If a sponsorship is secured for the event, the income of the event must be equal to or greater than the sponsorship amount. E.g., If the organiser secures a sponsor for the venue worth R20 000, the event income should be at least R20 000 or more.
- All event or project organisers will allow auditors nominated by Zip Zap to review related donation figures if required.
- All material with Zip Zap Social Circus logo and/or name needs to be sent to Zip Zap for approval. Such approval will not result in a delay as Zip Zap will make every effort to respond within two working days.

**WHAT ZIP ZAP CAN DO**

Mention the event/project on the Zip Zap’s relevant social media platforms. Mention, placement, frequency, and content will be at Zip Zap’s discretion.

**WHAT ZIP ZAP CANNOT DO**

- Assist with securing sponsorship or the sale of tickets.
- Provide donor information or contact details.
- Assist with event logistics.
- General publicity such as generating and issuing media releases.
- Supply branded material for the event.

I have read and agree to abide by the stipulated conditions and protocols. I agree that all proceeds as stipulated here will go to Zip Zap Social Circus to support the nominated fundraising project in aid of Zip Zap Social Circus.

NAME ..... SIGNATURE .....

DATE ..... PLACE .....

**Please complete and return to Zip Zap Social Circus**

Phone: 021 421 8622

Email: donors@zip-zap.co.za

**Thank you for choosing to help make magic with Zip Zap!**