



# The Village Press Fundraiser Programme

## REGISTRATION FORM

Please complete this form and return to our team for next steps.

EMAIL: [FUNDRAISE@THEVILLAGEPRESS.CO.NZ](mailto:FUNDRAISE@THEVILLAGEPRESS.CO.NZ)

POST: 16 KIRKWOOD ROAD, RD 5, FLAXMERE, HASTINGS, 4175

PHONE: +64 6 879 8373

<b>Name of Fundraising Group</b>		
<b>Purpose of fundraiser</b> <i>(i.e. sports trip, school camp or trip, etc.)</i>		
<b>Fundraiser Coordinator - Name</b> <i>(main contact person for The Village Press)</i>		
<b>Main Phone No.</b>		<b>Mobile or other:</b>
<b>Email Address</b>		
<b>Delivery Address</b>  <i>(This is where the product will be shipped when the fundraiser ends)</i>  <i>Please include contact person.</i>		
<i>ALSO PLEASE NOTE: Large orders will be shipped on a pallet. Please ensure the nominated address can handle a truck delivery. Driver(s) will have a pallet jack to unload the pallet at the address. It will be up to the final destination to remove cartons from the pallet.</i>		<b>Delivery Contact person &amp; phone no.:</b>
		<b>Email address to track shipment:</b>
<b>Special Instructions:</b>		
<b>Preferred date for delivery of fundraising gift packs</b>  <i>FINAL ORDERS for any year must be submitted by 30 NOVEMBER.</i>		<i>Please note we will endeavour to deliver on the preferred day, however, this is subject to when we receive the tally and payment. Please allow 12-14 from receipt of payment.</i>
<b>Fundraiser Dates</b>  <i>We recommend a period of 3 to 5 weeks</i>	<b>Start Date:</b>	<b>End Date:</b>
<b>Number of Participants</b> <i>This can be an estimate</i>		
<b>Sponsorship Payment</b>	Once the Tally & Summary Excel file has been emailed to The Village Press, an invoice will be generated for payment with the sponsorship component deducted from the total.	