

BKFA ASSEMBLY DAY BOOKING FORM



Date of Assembly Day			
Number of kits to be assembled (birthing kits are supplied in lots of 200. Every lot of 200 costs \$600).			
Assembly Day Coordinator's Name			
Telephone/Mobile Number			
Email Address			
Are you a part of a Club/Organisation /Group?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes – Please name			
Are you holding your day in association with a Zonta Club?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes , which Zonta District:		D22 <input type="checkbox"/>	D23 <input type="checkbox"/>
		D24 <input type="checkbox"/>	
Club/Organisation /Group email			
Invoice addressed to			
Invoice payer/Club Treasurer's email Address			
Expected number of volunteers (for glove supplies)			
Purpose of Assembly Day e.g. birthday, baby shower, anniversary, general fundraiser, in memory			

- I will ensure payment is made 4 weeks prior to assembly date or I will contact Bookings@bkfa.org.au
- I confirm I have ensured public liability insurance is in place
- I confirm that I have read and understood the Assembly Day manual
- The venue for the Assembly Day is a safe working environment

SIGNATURE: _____ Date: _____

Delivery Address for Assembly Day Supplies (Monday – Friday, 9am to 5pm)

Name of Business/Person			
Address (NOT P.O. Box)			
State		Postcode	
Telephone/Mobile Number			

We require your booking form **8 weeks prior to the date of your Assembly Day**. To confirm your booking, please email your completed form to bookings@bkfa.org.au or post a copy to BKFA, PO Box 330, BELAIR SA 5052.

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How did you hear about BKFA? Please tick the relevant box.

Zonta

World Vision

Previously volunteered at an Assembly Day

Previously held an Assembly Day

Facebook

Twitter

Word of mouth

Media post

Expo or Event

School/Education

Google

Other, please specify:

BKFA complies with the Privacy Amendment (Private Sector) Act 2000 and the National Privacy Principles which form part of that Act. BKFA collects and uses personal information such as name, address, email address, telephone number and donation activity from membership applications, donations, and enquiries to inform you about our activities and to fundraise for those activities. We do not disclose your information to any third party except when you have given your consent or when required by law, and we keep your information in secure databases. If you would like to access the information we hold about you, correct it or have your name removed from our database, please contact info@bkfa.org.au. A copy of our complaints handling procedure can be requested by contacting us on info@bkfa.org.au.

www.bkfa.org.au