General Assembly Meeting

10h - 12h 9 October 2012



NATO Charity Bazaar

www.natocharitybazaar.org — A

—ASBL—

ASBL: 874.358.592 | Avenue Du Maréchal 20B - 1180 Uccle - Belgium



Agenda

- Welcome by Susanne Christtreu
- Welcome and Farewells to Members
 - VOTE: Approval of minutes
- Treasurer Update by Alessandra Bertozzi
- Membership & Bake Sale by Linda Aziz Skou
- **Donation Ceremony** by Jette Holm Kristensen
- Tombola Update by Rebecca Verdoes

Coffee Break (15 minutes)

- Bazaar Update by Jette Holm Kristensen
- Restaurant Update by Venüs Kardal
- Invitations, Lists and Passes by Katia Abinader
- Sponsorship Update by Susanne Christtreu
- Fundraising by Susanne Christtreu & Karen Kiærskou
- Any other Business and Closing by Susanne Christtreu

NATO Charity Bazaar



Welcome

Susanne Christtreu - President

- Welcome
- Approval of minutes



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Farewell to Members

Susanne Christtreu - President

Mirjana Hranj as ANR for Croatia



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Welcome to new Members

Susanne Christtreu - President

- Julija Vejic from 2^{nd} ANR \rightarrow ANR for Croatia
- Danijela Cignelecki 2nd ANR for Croatia
- Martina Kacic 3rd ANR for Croatia
- Anna-Liisa Rannikko ANR for Finland
- Natasa Petrovic ANR for Serbia
- Henrietta Videki 2nd ANR for Hungary



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Treasurer Update

Alessandra Bertozzi - Treasurer

Sponsor 2012 = €8.250



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Treasurer Update

Alessandra Bertozzi - Treasurer

Bake Sales = €7.432



Kids Days = €678



Outdoor Life = €231



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LUDL

NATO Charity Bazaar

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Treasurer Update

Alessandra Bertozzi - Treasurer

TOTAL INCOME 2012

- Sponsor 8.250 €
- Bake Sales 7.432 €
- Kids Days 678 €
- Out door life 231 €



16.591 EUROS On 07 October 2012





Final Bake Sale 2012

27 September

Raised: 2535,62 € Total in 2012: 7432,28 €





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Membership Database

Linda Aziz Skou – Secretary / Membership

PLEASE PRINT CLEARLY

			B · (11)	
NATION:			Date: (dd-mm-yyyy)	
National	Assistant Natio	nal	2 nd Assistant National	Board
Representative	Representative		Representative (2 nd ANR)	Member
(NR)	(ANR)			
First Name:			Surname:	
Address:				
Home Telephone:			_{сsм:} atocharitybaza	arorg
E-mail:			haritybaz	aans
Name of spouse:	et a	rv@n	atochas	
Rank or title:	secreta			
Position:				
MILREP / Delegation / I	Division:			
Room Number (if know	/n):		Office Telephone (if known):	
Is this your first meetin	g? Yes	No		
Are you leaving Brusse	ls		If yes, when?	
within the next 6 mont	hs? Yes	No	(dd-mm-yyyy)	



Membership Database

Linda Aziz Skou – Secretary / Membership

2012 Material for Distribution

Here are electronic versions of all material distribute document and choose "Save" when the download m

Organization Info

Invitations

- 8 May 2012 (New)
- 17 April 2012
- 20 March 2012

PowerPoint

- 17 April 2012
- 20 March 2012
- 10 January 2012

Forms

- Participation Questionnaire
- Membership Contact Form



English	French	« Members Only »
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Donation Ceremony

Jette Holm Kristensen – Vice-president

28 January 2013 NATO Staff Center, Banquet Room

Who may attend: National Rep. & Assistant National Rep.









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Tombola Update

Rebecca Verdoes - Tombola Coordinator

Latest Update

- Prize Lists Submitting Prize List
- Tickets Sales Dates
- Ticket Sales Schedule
- Ticket Sales Instructions
- Prize List Book
- Ticket Sales Ideas
- Clean Up Info





Prize List

PLEASE submit your list of prizes if you have not already done so

NATO Chari	ty Bazaar 2012 Tombola Prize List as of 3-	-Oct-12	Page 2 of 11
NATION	TOMBOLA PRIZES	DONATED BY	PHOTOS
Belgium	1 night stay for 2, incl. breakfast @ Sheraton Brussels Hotel	Sheraton Brussels	numer farfun an farfun Jung cannan barren
Belgium	1 ergonomic office chair	Giroflex	giraflex
Bosnia and Herzegovina	Three nights with breakfast in the Hotel Octagon in Sarajevo for two persons (value 250 Euros)		
Bosnia and Herzegovina	Handmade wooden serving tray with traditional products from Bosnia and Herzegovina (value 130 Euros).		
Canada	Pastel painting , Acadian Theme, by artist Claire Chevarie	Galerie Chevarie and The Canadian Delegation	
Canada	Basket of Canadian foods, drinks and crafts	Members of the Canadian Delegation	

Submitting Prize List

- DUE NOW: tombola@natocharitybazaar.org
- TEMPLATE: Use file in Members Only area: Forms → Tombola Prize List Form - 2012
- NAMING FILE: Rename file with your country in file name: "USA-Tombola Prize List"

Lack Prize List from:

Bulgaria Montenegro

Poland

Serbia

Sweden

- Georgia
- Hungary Portugal
- Iceland
- Latvia
 - Luxembourg USA

NATION	TOMBOLA PRIZES	DONATED BY	PHOTOS
Netherlands	Voucher: entrance 5 pers.National Park Hoge Veluwe en Kröller-Muller Museum (van Gogh paintings). Book and map of National Park + Surprise	Derwige Veluwe	Contraction of the second
Netherlands	Voucher: entraine 5 personational Park Hoge Veluwe en Kröller-Muller Museum (van Gene paintings). Book and map of National Park + Surprise	De Hoge Veluwe	FIGURE 1
Romania	A set of 6 crystal glasses for whiskey	MoD	
Romania	A set of 3 Traditional Romanian Hand Design plate	MoD	

NATO Charity Bazaar 2012 Tombola Prize List [as of Monday, 24 September 2012]



Tombola Ticket Sales

Rebecca Verdoes - Tombola Coordinator

Sales dates:

- October: 16, 17, 23, 24, 25, 30, 31
- November: 5, 6, 7, 12, 13, 14

Location:

In front of the ING Bank (Press Hall) – same place as Bake Sales.



	NATO CHARIT	TY BAZAAR - as of 02 October 2	Tombola Ticket S 2012	Sales	
OCTOBER -	OCTOBRE OC	TOBER - OC	TOBRE OCTO	DBER - OCTO	BRE
	0830-1000	1000-1130	1130-1300	1300-1430	1430-1600
TUES. 02 Oct	Montenegro	Montenegro	Bosnia	Bosnia	Bosnia
WED. 03 Oct	0830-11h30	USA	11h30-14h30	Slovenia	
TUES. 16 Oct	Poland	Romania	Turkey	Portugal	Latvia
WED. 17 Oct	0830-11h30	Bulgaria	11h30-14h3	0 Serbia	
TUES. 23 Oct	Germany	Germany	Hungary	Turkey	Ukraine
WED. 24 Oct	0830-11h30	Norway	11h30-14h3	0 Slovakia	
THURS. 25 Oct	Spain	The Netherland	Macedonia	Maced	
TUES. 30 Oct		Latvia	Latvia	US,	
WED. 31 Oct	0830-11h3	0 NIC	11h30-14h3	0 Greece	NON
	I		U		мо

Ticket Sales Schedule

NATO CHARITY BAZAAR - Tombola Ticket Sales as of 02 October 2012

NOVEMBER - NO	OVEMBRE NO	/EMBER – NO	VEMBRE NO	VEMBER - NO	/EMBRE
	0830-1000	1000-1130	1130-1300	1300-1430	1430-1600
MON. 5 Nov	UK	Ukraine	Hungary	Spain	Spain
TUES. 6 Nov	Italy	Croatia	France	France	Finland
WED. 7 Nov	0830-11h30 Cz	zech Republic	11h30-14h	30 Serbia	
MON. 12 Nov	Lithuania	Estonia		Portugal	Canada
TUES. 13 Nov		UK	UK	Austria	Romania
WED. 14 Nov	0830-11	h30	11h30-14h30	D Belgium	

Updated schedule always available in 'Members Only' area on NCB Website

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Tombola Ticket Sales

- Decorate the table
 - Table cloths, country flags, etc.
- Bring baked goods or drinks
- NATO Charity Bazaar will provide
 - Table & Chairs
 - An event promotion poster
 - List of Tombola Prizes







Prize List & Charity Books

You will have 2 copies of the each Book to display during Ticket Sales

Contains:

- Prize List (updated weekly)
- List of 2012 Sponsors
- Charities we are supporting (one page per charity)



NATO Charity Bazaar

Ticket Sales Ideas

- Prizes for buying large amounts of tickets
- Homemade Collage featuring pictures of charities









Clean Up After Your Ticket Sales

- Be sure to leave the area clean for the next group: vacuum or sweep the floor and wipe down the tables.
 - BRING:
 - Broom
 - Vacuum

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Coffee Break 15 min



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General Bazaar Instructions

Jette Holm Kristensen - Bazaar Coordinator

- Floorplan what's new for 2012
- National Stands
 - Stand size and tables
 - Decorating your stand
 - We provide & You provide
 - Electricity (request sheet circulating)
- Bazaar Schedule
- Entertainment
- Thank you NATO Staff



What's New for 2012



What's New for 2012

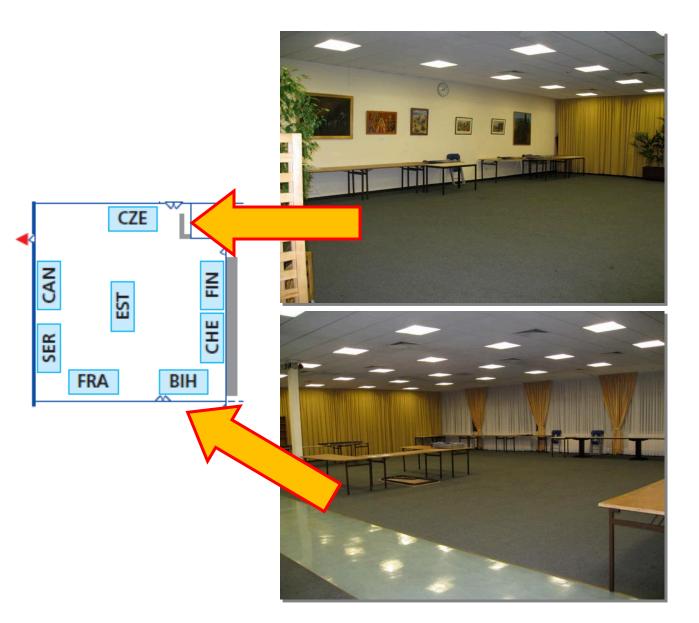


TABLE SIZES •120 x 60 •160 x 60 •160 x 80

To assemble tables bring socket wretch 13, 14 and 17

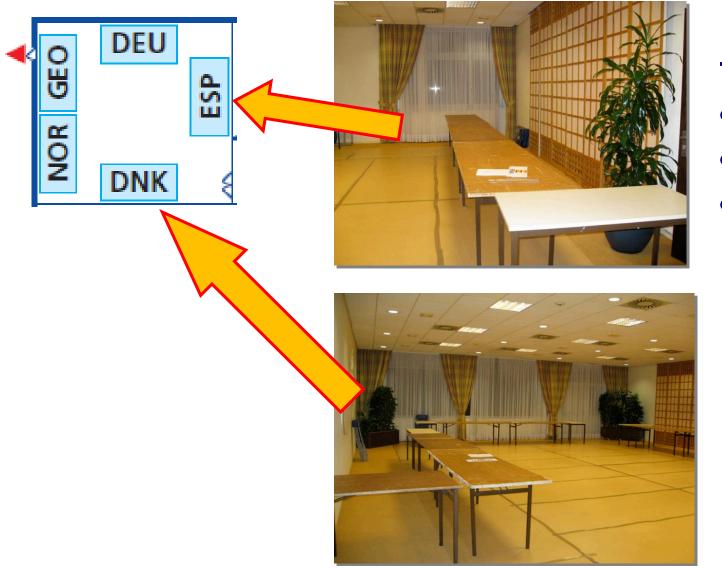
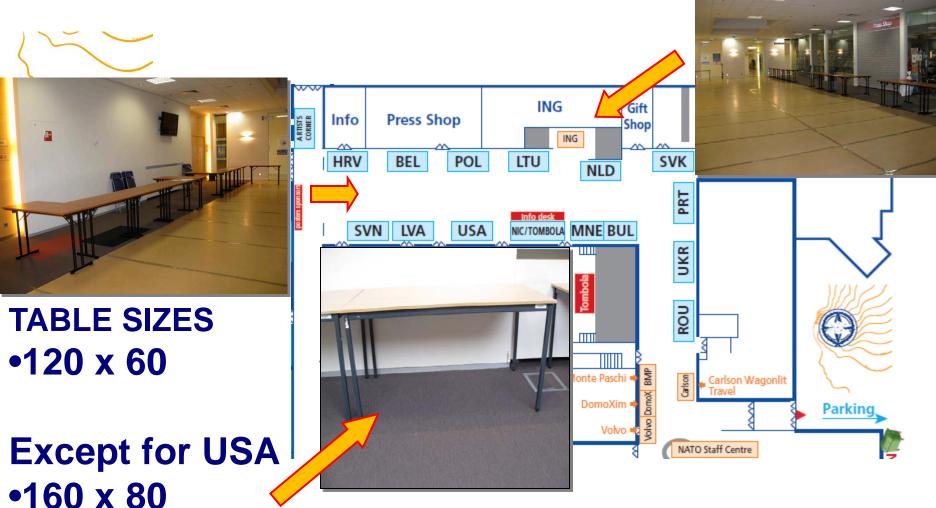


TABLE SIZES
120 x 60
160 x 60
160 x 80





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Decorate your stands elaborately and festively.









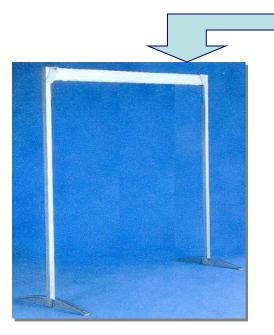
DECORATING YOUR STAND

You can decorate your stands as you wish. However we must follow NATO RULES for decorations:

- No nails, tacks or glue on the walls
- No staples or other damaging materials on the tables
- Lightweight objects may be suspended from the ceiling
- No burning candles



No Material may be attached to NATO walls or ceiling



ONLY freestanding frame or shelving are allowed



Name Plates



Each nation will be provided a name plate showing the nations name and national flag. Please hang your name plate so that it is visible.

NOTE: This is the **ONLY** item that can be hung from the ceiling



AJDL



NATIONAL STANDS

WE PROVIDE

- Tables
- 4 chairs
- Nation Name Plate
- Access to Electricity (REQUEST SHEET CIRCULATING)

YOU PROVIDE

- Power Cords/ extension cords
- Decorations for table
- Free standing frame for hanging decorations
- Tools to put up your decorations
- Notice Boards

NATO Charity Bazaar



National Stands 2012 ELECTRICITY REQUEST

Country	Electrical C Prise Elec		Member Signature
Artist Corner	YES 🗆	NO 🗆	
Belgium	YES 🗆	NO 🗆	
Bosnia & Herzegovina	YES 🗆	NO 🗆	
Bulgaria	YES 🗆	NO 🗆	
Canada	YES 🗆	NO 🗆	
Croatia	YES 🗆	NO 🗆	
Czech Republic	YES 🗆	NO 🗆	50
Denmark	YES 🗆	NO TI	
Estonia	YES D	NUD	
Finland	Y I S 🗆	NO 🗆	
France	YE. D	NO 🗆	
The Former Yr dwsla Republic of Macedonia	YES 🗆	NO 🗆	
Ge girda	YES 🗆	NO 🗆	
Jernany	YES 🗆	NO 🗆	
Greece	YES 🗆	NO 🗆	
Hungary	YES 🗆	NO 🗆	
Italy	YES 🗆	NO 🗆	
Latvia	YES 🗆	NO 🗆	
Lithuania	YES 🗆	NO 🗆	
Montenegro	YES 🗆	NO 🗆	





Saturday Agenda

- 8:00h Set-up of National Stands starts with volunteers from each nation.
- 9:00h-11.00h Handing in of Tombola Prizes at Luns Theater.
- 11:00h Opening Ceremony Rehearsal.
- 12:00h Walk through with Fire/Facilities
- 14:00h Closing of the Restaurant area.
- 16:30h Closing of the whole Bazaar area.



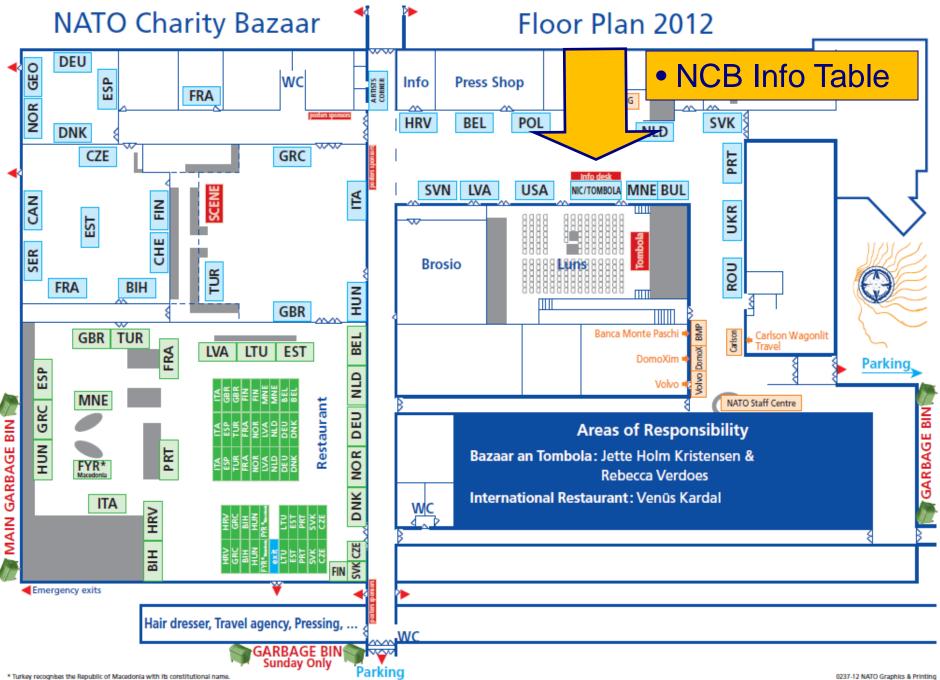


When you Arrive on Saturday

Your area will have:

- 1. Tables + Chairs
- 2. Name Plates ready to be displayed prominently.
- 3. 2 white garbage bags.
- 4. 'Clean Up Check List' with the number of tables you were provided.







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Sunday Agenda

- 8.00h Opening of the Bazaar area for SETUP ONLY
- **9.15h Photo session in the Cafeteria area** (Note: All National & Assistant National Representatives in place **no later than 9:10h**).
- 9:45h Opening Ceremony on the Podium in the small Cafeteria.
- **10:00h Bazaar Officially Opens to Public**
- **10:15h Patrons preview of International Restaurant.**
- **10:45h Patrons preview of National Stands**
- 13:00h Tombola Ticket sales ends
- 14:00h Tombola starts.
- **16:00h** Return of signs and flags to the information desk.
- **16:30h Closing of the Bazaar.**



Entertainment

DIRECTOR

We are looking for music or dance groups from your country to perform at the bazaar.

Send Jette an e-mail at: coordinator@natocharitybazaar.org



Thanking NATO Staff

#1





#2

Thank You Gift1 Bottle per NationDUE: 23 OctoberGeneral Meeting

Sign on the back for: 1 x Food (main dish), 1 x Dessert, 1 x Drink

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Web Site Reminder

Jette Holm Kristensen - Web Designer

www.natocharitybazaar.org

Password: membre

	English	French « Members Only »	Windows Sikkerhed
	NATO Charity Bazaar		Serveren www.natocharitybazaar.org på NATO Charity Bazaar ABSL has this area for MEMBERS only kræver et brugernavn og en adgangskode.
(Mar	www.natocharítybazaar.org —ASBL—		Advarsel! Denne server anmoder om, at dit brugernavn og din adgangskode sendes på en ikke-sikker måde (grundlæggende
Home About Charities	Sponsors Events Photo Album Contact Coogle" Custom Search	Search	godkendelse uden en sikker forbindelse).
2012 SPONSORS PLATINUM SPONSORS - NATO Staff Centre GOLD SPONSORS - Allianz Worldwide Care - Aramark SA/NV - AC Diplomates Sales	Charity Voting 2012 On Tuesday 11th September the Belgian and International Charity Voting took place. The voting result will be announced at the next General Assembly Meeting on Tuesday the 25th September. NATO Charity Bazaar Donated in 2011 188,000 Euros to 27 Charities	Charity Spotlight An 2011 we supported Brother Strategies Arghanistan Liber - We Fighanistan Liber - We Funded educational	member e Husk mine / soplysn Annuller
VOLVO - Carlson Wagonlit Travel	Click here to see photos from the event.	material for a girl's school.	User Name: member
– domoXim – ING Bank			Password: member
		in the second	User Name: members Password: members
			User Name: membre



Web Site Updates

Jette Holm Kristensen - Web Designer

2012 Material for Distribution

Here are electronic versions of all material distributed at the General Meetings. To download a file, double click on the name of the document and choose "Save" when the download message appears.

nvitations	tocharitybazaar.org
9 October (New)	9 October (New)
25 September	25 September
11 September	11 September
5 June 2012	5 June 2012
8 May 2012	8 May 2012
17 April 2012	17 April 2012
20 March 2012	20 March 2012
PowerPoint	Minutes
25 September (New)	25 September
11 September	11 September
5 June 2012	5 June 2012
8 May 2012	8 May 2012
17 April 2012	17 April 2012
20 March 2012	20 March 2012
10 January 2012	10 January 2012
	9 November 2011
orms	Meeting Material
Participation Questionnaire - 2012	DRAFT Internal Regulations for Vote
Fund Application Form - 2012	
Membership Contact Form - 2012	
Tombola Prize List Form - 2012	



NATO Charity on Facebook

Jette Holm Kristensen - Web Designer



NATO Charity Bazaar

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International Restaurant 2012

Venüs Kardal- Restaurant Coordinator







NATO Charity Bazaar

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Nations Participating in 2012 International Bazaar Restaurant

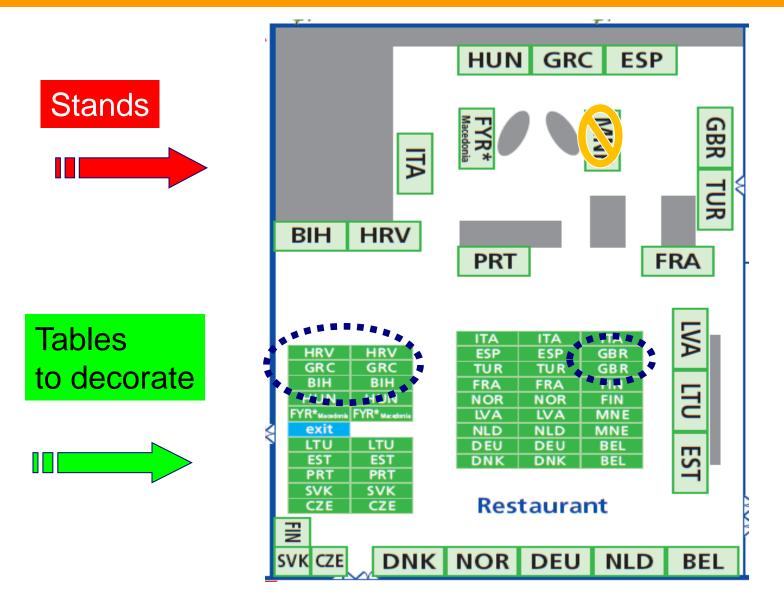
Venüs Kardal - Restaurant Coordinator

- 1. Belgium
- 2. Bosnia and Herzegovina
- 3. Croatia

- 12. Italy
- 13. Latvia
- 14. Lithuania
- Croatia Croat Bonublic 15. Netherlands
- 4. Czech Republic 16 Portuga
- 5. Denmark
- 6. Estonia
- 7. Finland
- 8. France
- 9. Germany
- 10. Greece
- 11. Hungary

- 16. Portugal
- 17. Slovakia
- 18. Spain
- 19. The Former Yugoslav Republic of Macedonia
- 20. Turkey
- 21. United Kingdom

What's New for 2012



The FINAL table changes will be announced on the next GM, 23 October 2012



FACILITY/ EQUIPMENT REQUEST FORM

- Knives cannot be provided by the restaurant.
- It is not certain that we will receive all we have requested as the equipment's and utensils are limited.



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NATIONS **SELLING ON SATURDAY**

- 1. Bosnia and Herzegovina 8. Latvia
- 2. Czech Republic
- 3. Denmark
- 4. Estonia
- 5. Finland
- 6. Greece

- 7. Italy

 - 9. Lithuania
 - **10.Portugal**
 - 11.Slovakia
 - 12.Turkey
 - **13.United Kingdom**

NATO Charity Bazaar

BAZAAR SETUP IN RESTAURANT ON <u>SATURDAY</u>

- Set Up: Begins at 8:00h
- Decorating the Tables in the Dining Area
- Placing your nation's Name Plate
- Checking Helper and Delivery Passes
- Checking Electricity Outlets
- 13 nations selling food and drink on Saturday
- Don't forget to clean up!
- Shop, eat and enjoy the day!
- Closing on Saturday: <u>14:00h</u>

Be sure you leave everything clean and ready for Sunday ③





BAZAAR SETUP IN RESTAURANT ON <u>SUNDAY</u>

- Set Up: Begins at 8:00h
- VIP Visit: Patrons preview of International Restaurant at 10.15h
- Enjoy the day and have fun
- Clean the area and return flags to the info desk at 16:00h
- Closing on Sunday: <u>16:30h</u>

Be sure you leave everything clean and ready for business as usual on Monday

VIP VISIT ON SUNDAY MORNING









Donating Leftover Food Pick Up at 16:30h

The Samaritans Not-for-Profit Org

Helpforthose most in need

More info For all volunteers who whishes to be registered for the New Year's EV More info

Menu

н

- Version fançaise
- Nederlandse versie
- Shoe-box.be
- Our Actions
- Our volunteers
- Our donors
- Useful addresses
- Press-Media
- Megaphone
- Collect points
- Photos galery

Contact

M info@the-samaritans.org

The Samaritans

The organization "The Samaritans" is an not-for-profit organization under Belgian law. "The Samaritans" asbl was created in 1994 by Mr. Claude Vander Elst. The main purpose of the organization is to provide assistance to the homeless and other needy people in Brussels through a weekly distribution of soup and sandwiches in the corridor of Central Station.



At the same time, we try to provide blankets, and sleeping bags, especially to those sleeping in the street. All of this is dependent on the donations that we receive.

The distribution takes places weekly on Tuesday evening at 19:30 in the corridor that connects Central Station with the Brussels metro.

A restaurant provides us the whole year long with soup, our volunteers take care of the sandwiches, and several bakeries provide bread and pastries.

Apart from this main activity, we organize every year, on the evening of December 31, a festive New Year's Eve dinner, including a starter, a main dish, and a dessert. The whole meal is accompanied by soft drinks. Finally, the event is concluded with a present for every participant. Every year, more than 350 people take part in this event, including many children.

We find it important to mention that our organization definitely does not want to judge anybody, whether talking about a person's past, present, or future. Our organization does not spread any political nor religious ideology. Our only goal is to help people in need, whoever they are and wherever they come from.

NATO Charity Bazaar



FINAL INTERNATIONAL RESTAURANT COORDINATION MEETING

15th November 2012 at 10.00h NATO Self Service Restaurant with Chef



Invitations & Lists

Katia Abinader - charity@natocharitybazaar.org

List of Ambassadors attending the Bazaar 2012

Please provide information on any **Ambassadors** coming to the Poster of the Bit to Bit

If you want to receive your VIP INVITATIONS by the Oct 19 October to <u>charity@natocharitybazaar.org</u> The FINAL deadline for VIP INVITATIONS is *Monday 29*th

Nation:

Title	Surname	First name
		_

Please note that Ambassador to NATO do not need to be listed in t

For more information please contact:

Katia Abinader, at 02-707-5448 Susanne Christtreua: <u>president#natocharitybazaar.org</u>

List of Guests attending the Bazaar 2012

Each Nation is allowed a maximum of <u>6 Invitations Cards for Guests</u>. The Invitations will only admit one person.

Children under 18 will be admitted without invitations but they have to be accompanied by an adult who has an invitation.

Invitations Cards have to be shown to the Security Guards upon entrance to the site.

Please fill the form below and send it back (by e-mail only) to: <u>charity@natocharitybazaar.org</u> If you want to receive your invitations by the October 23th General Meeting, submit this list no later than 19 October to <u>charity@natocharitybazaar.org</u>

The FINAL deadline for Guest Invitation Cards is *Monday 29th October 2012*.

After the deadline, remaining Invitation Cards will be distributed among nations that desire additional cards.

Nation: _____

Nr	Title	Surname	First Name	Date of Birth	Nationality
1.					
2.					
З.					
4.					
5.					
6.					

Please note that Guests will have to park their cars on the Guest Parking outside NATO.

rs - Bazaar 2012

2 per nation) who will be helping you on Saturday and/or by e-mail only) to <u>charity@natocharitybazaar.org</u>

rds at the entrance.

ctober 23th General Meeting, submit this list no later than 19

th October 2012

ugh gate Z if they come by car, or through the main gate for

te of rth	Nationality	Vehicle type	Plate number

Invitations & Passes

Visitor Lists

– VIP

- Guest

Additional Passes

- Helpers
- Musicians
- Deliveries

DUE: FRIDAY 19 OCTOBER

DUE: FRIDAY 2 November

DEADLINES: If you want to receive your invitations (passes) by the next meeting (23 October), submit lists to Katia by Friday 19 October. Otherwise, invitations distributed at 6 Nov. Meeting.

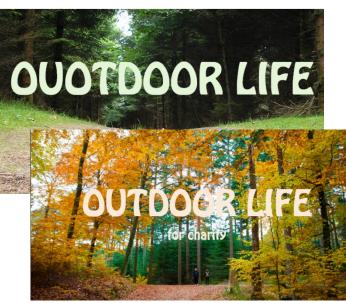
Lists available online in **Members Only** area



Fundraising Ideas

Susanne Christtreu - President

- 1. Out-Door-Life for Charity with Karen Kiærskou
- 2. Discover Gyrokinesis with Elena lenco
- 3. Fundraising Event Fashion Seminar with Dionysia Leonlei









Closing Susanne Christtreu - President

Upcoming Meetings

- 16 October (Restaurant Meeting)
- 23 October (General Meeting)
 - Key Focus: Tombola Sales, VIP & Visitor Passes
- 6 November (Last Meeting before Bazaar)
 - Key Focus: Final Instructions & After sales schedule
- 15 November
 - Final Restaurant Meeting with Chef (Kitchen)
- 28 January 2013
 - Donation Ceremony (NATO Staff Centre Banquet Room)

Please return voting cards and folders

NATO Charity Bazaar

