

General Meeting

10h - 12h
28 May 2013



NATO Charity Bazaar

www.natocharitybazaar.org

— ASBL —

ASBL: 874.358.592 | Avenue Victor Gilsoul 1 - 1200 Brussels - Belgium



Agenda

- **Welcome** by Jimmie Bradshaw
 - **VOTE: New Nation**
- **Welcomes and Farewells** by Jimmie Bradshaw
 - **VOTE: Approval of Minutes from 30th April 2013**
- **Bazaar Update** by Jette Holm Kristensen
- **Membership & Bake Sale** by Linda A. Skou

Coffee Break (15 minutes)

- **Charity Update** by Sabrina Janssens & Julija Vejic
- **Tombola Update** by Carla Bucalossi Quatrini
- **Restaurant Update** by Christina Arvanitaki
- **Sponsorship Update** by Dionysia Leolei
- **Treasurer Update** by Alessandra Foresti
- **Fundraising** by Jimmie Bradshaw & Karen Kiærskou
- **Any other Business and Closing** by Jimmie Bradshaw

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Welcome to Members

Jimmie Bradshaw - President

- Irena Kruntoradova - ANR for Czech Republic
- Ingrid van Hegelsom de Bree - ANR for Netherlands
- Name? - 2nd ANR for Spain

Welcome on Board 😊

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Farewell to Members

Jimmie Bradshaw - President

- **Laila Coldevin - NR for Norway**
- **Irena Cesar Bijol - 2nd ANR Slovenia**
- **Drahomíra Protivínská - ANR for Czech Republic**
- **Corita Trabucho – 2nd ANR for Portugal**
- **Christine Heimferte - France**

Wishing you all the best

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VOTES

Jimmie Bradshaw - President

- **Approval of Minutes from 30th April 2013
(voting postponed until the next meeting
in June)**
- **New Nation Member**

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VOTE: New Board Members

Jimmie Bradshaw - President

Assistant Coordinators

- Linda Bucena, Latvia
- Marilena Pernisco, Italy
- Monica Papadia, Italy

NATO Charity Bazaar



Bazaar First Steps

Jette Holm Kristensen - Bazaar Coordinator

Bazaar 2013 | Preliminary Instructions

- Organizing your National Team
- Finding sponsors
 - Sponsor letters
 - Tri-fold
- Planning your stand



« Members Only » Section of Web Site

NATO Charity Bazaar



Bazaar 2013 | Preliminary Instructions

Our 2013 Bazaar will be held on Sunday November 17th. There is a great deal to do to prepare for this event. Here are some pieces of advice to help you form your national group, find sponsors, and plan your stand.

Organizing your Nation's Group:

- **Finding Volunteers.** Begin by informing your nation about the NATO Charity Bazaar ASBL. We have lots of material you can use in both print and electronic formats in the Member's Only area of our website (<http://www.charitybazaar.org>). Feel free to translate the material into your own language.
- **Bringing the Volunteers Together.** Gather your National Group of volunteers together at least once before the summer break to begin planning. Show the YouTube Video "2011 Retrospective" to give your volunteers an overview of our organization and activities. The direct URL for the video is <http://www.youtube.com/watch?v=sgGKlbrC3w>. It is also available on our web site.
- **Organizing your Activities.** Designate coordinators for the different activities your group will participate in, such as the International Tombola and the International Restaurant. Identify the skills and talents of your members; perhaps you can offer handicraft items made by your members at your National Stand or as Tombola prizes. Make your participation in the Bazaar a group effort.
- **Additional Events and Activities.** Discuss with your group holding additional fundraising events or activities such as a recipe book, sporting event, exhibition/sale of paintings, etc.

Getting Sponsors:

- **Prepare a List of Potential Sponsors.** To begin finding sponsors, make a list of well known companies in your country, especially those who might want international exposure. Another potential group of sponsors are businesses located in Belgium who have a connection to your country. Yet still another potential group of sponsors might be companies connected to the military world. You should be able to find addresses and contact information for most companies on the Internet. In researching potential sponsors, try to locate the person or department that handles donations or sponsorships. Some companies will have a corporate donations person while other companies handle this through their public relations departments.
- **Prepare and Send your Letters.** Send each potential sponsor a letter of request and informational material on the NATO Charity Bazaar. Start now as it can take some time for them to answer, especially with the summer break coming soon. When writing your letter, be sure to mention the NATO Charity Bazaar web site www.natocharitybazaar.org. We have updated it with potential sponsors in mind.

To help you put together your sponsorship material, we have the following items available in electronic format for you to download from our web site in the "Members Only" area (instructions for accessing this area are below):

1. Sample sponsorship request letters: (1) Generic request and (2) Example of a personalized sponsorship letter used by the UK Delegation in 2008.
2. List of Charities Supported in 2012.
3. Organization Overview.
4. The Bazaar Tri-fold

You might also want a Letter of Support from the NATO Charity Bazaar President. If you would like a personalized support letter, email Jimmie Bradshaw (president@natocharitybazaar.org).

- **Get Answers:** Wait for approximately 4-6 weeks and then call, fax, or e-mail if you have not received a response. Keep in mind that you will receive many rejections, but that is to be expected. For example, if you send out 50 letters, you will probably be rejected by 45 and supported by 5. Never give up. As they say in the fundraising world, "If you don't ask, you won't get."

As soon as you receive any prize or promise of a prize for the International Tombola, please let the Tombola Coordinator (tombola@natocharitybazaar.org) know so that she can start the list of prizes. At least 2 prizes are requested per National Group for the International Tombola, but more are welcome. Prizes for the International Tombola should be worth at least 100 € each. Depending on the items you receive, you may have to put several items together to total a 100 € value.

Say Thank You: After you receive the donation, be sure to send a Thank You letter. You might also want to send a second Thank You letter after the Bazaar, telling them how much money was raised and how their support helped make this possible. Some delegations send photos or an entire CD of photos highlighting the sponsor's involvement in their National Stand. Making your sponsors feel good about their nation is an important step in having happy, loyal and generous sponsors.

« **Members Only** » Section of Web Site
tion sheet and other material mentioned and distributed at the General
available for you to download from our "Members Only" area on our web
are, go to www.natocharitybazaar.org and click on the "Members Only"
right corner of any page. You will then be asked for a username and
in **member** for both the username and password.

Contact Jette Holm Kristensen, 2013 Bazaar Coordinator
uator@natocharitybazaar.org | GSM: 0498-036-601

Participation Questionnaire 2013

Nation: _____

Surname: _____ First name: _____

INSTRUCTIONS:

Nations are invited to participate in one or all of the following events: International Tombola, International Restaurant, and National Stands. All nations participating in the Bazaar are expected to donate prizes and sell raffle tickets to the International Tombola. Please go through this questionnaire and indicate the events your nation would like to participate in by ticking (✓) YES or (x) NO. If you wish to postpone your decision until a future date, please indicate the approximate date for your decision. You can fill out this questionnaire and bring it to the 28 May or 25 June meetings or e-mail it to our Bazaar Coordinator at coordinator@natocharitybazaar.org.

1. My country wishes to participate in the 2013 NATO Charity Bazaar as follows:

- | | | |
|-----------------------------------|------------------------------|-----------------------------|
| a. National Stand | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. International Restaurant Stand | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. International Tombola | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

2. If you cannot commit to your country's participation in one of the above at this time, when might we receive final commitment?

Date: _____

3. My country wishes to **ONLY** participate in the International Tombola (no national stand / no stand in the International Restaurant)

Yes

Please return this questionnaire at the 28 May or 25 June General Meetings, or e-mail it to coordinator@natocharitybazaar.org.

If you have any questions, please contact:

Bazaar Coordinator, Jette Holm Kristensen coordinator@natocharitybazaar.org or
Tombola Coordinator, Carla Bucalossi Quatrini tombolacoordinator@natocharitybazaar.org

Participation Questionnaire Needed from the Following Nations = 26

Green ones means received = 15

Artist Corner

Austria

Belgium

Bosnia and Herzegovina

Bulgaria

Canada

Croatia

Czech Republic

Denmark

Estonia

Finland

France

Georgia

Germany

Greece

Hungary

Iceland

Italy

Latvia

Lithuania

Luxembourg

Montenegro

Netherland

NATO International Club

Norway

Poland

Portugal

Romania

Serbia

Slovakia

Slovenia

Spain

Sweden

Switzerland

The Former Yugoslav

Republic of Macedonia

Turkey

Ukraine

United Kingdom

United States

**Final Due Date
25 June**



Bazaar First Steps

Jette Holm Kristensen - Bazaar Coordinator

Bazaar 2013 | Participation Questionnaire

1. My country wishes to participate in the 2013 NATO Charity Bazaar as follows:

- a. National Stand **Yes/No**
- b. International Restaurant Stand **Yes/No**
- c. International Tombola **Yes/No**



2. If you cannot commit to your country's participation in one of the above at this time, when might we receive final commitment?

Date: **Please write a date**

3. My country wishes to **ONLY** participate in the International Tombola (no national stand / no stand in the International Restaurant) **Yes**

Please return this questionnaire at the 28 May or 25 June General Meetings, or e-mail it to coordinator@natocharitybazaar.org

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Key Dates

- **Bazaar: 17 November 2013**
- **After Sales: 18-22 November 2013**
- **Donation Ceremony: 27 January 2014**

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Bazaar First Steps

Jette Holm Kristensen - Bazaar Coordinator

Bazaar 2013 | Preliminary Instructions

- Entertainment
 - We are looking for music or dance groups from your country to perform at the bazaar.
entertainment@natocharitybazaar.org
Subject: Entertainment

- Stage Manager: **Peder G. Holm**



NATO Charity Bazaar



Web Site Reminder

Jette Holm Kristensen - Web Designer

www.natocharitybazaar.org

The screenshot shows the website's header with navigation links (Home, About, Charities, Sponsors, Events, Photo Album, Contact) and a search bar. The main content area includes a '2012 SPONSORS' section with Platinum (NATO Staff Centre), Gold (Aramark SA/NV, Allianz Worldwide Care, AC Diplomates Sales VOLVO, Carlson Wagonlit Travel, domoXim/Brussels Business Flats, ING Bank), and a 'Charity Spotlight' section for Afghanistan Libre. A '2013 Apply for funding' announcement is also visible.

The dialog box, titled 'Windows Sikkerhed', displays a security warning for the website www.natocharitybazaar.org. It states that the server requires a username and password for members. A warning message follows: 'Advarsel! Denne server anmoder om, at dit brugernavn og din adgangskode sendes på en ikke-sikker måde (grundlæggende godkendelse uden en sikker forbindelse)'. Below the text is a login form with a text field containing 'member', a password field with masked characters, and a checkbox for 'Husk mine loginoplysninger...'. An 'Annuller' button is at the bottom right.

User Name: member
Password: member

User Name: members
Password: members

User Name: membre
Password: membre



Membership Database

Linda Aziz Skou – Secretary / Membership

PLEASE PRINT CLEARLY

NATION you are representing: DENMARK				Date: 28 MAY 2013	
National Representative (NR)		Assistant National Representative (ANR)		2 nd Assistant National Representative (2 nd ANR)	X
Surname (Last Name): AZIZ SKOU				First Name: LINDA	
Home Telephone / GSM: 0473-644-379			E-mail: SECRETARY@NATOCCHARITYBAZAAR.ORG		
NATO Contact Person: MYSELF			NATO Contact Number: 6104		
Have you been officially welcomed at a NCB General Assembly Meeting?				X Yes	No
Are you leaving Brussels within the next 3 months?	Yes	X No	If yes, when? (dd-mm-yyyy)		

Return the completed form to our Secretary Linda A. Skou at secretary@natocharitybazaar.org

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Membership Database

Linda Aziz Skou – Secretary / Membership

2013 Material for Distribution

Here are electronic versions of all material distributed document and choose "**Save as**" when the download r

Organization Info

Invitations

- [19 March](#)
- [30 April](#)
- [28 May \(New\)](#)

PowerPoint (slides)

- [19 March](#)
- [30 April \(New\)](#)

Forms

- [Participation Questionnaire - 2013 \(New\)](#)
- [Fund Application Form - 2013 \(New\)](#)
- [Membership Contact Form - 2013 \(New\)](#)
- [Belgian Charity Visit Form - 2013 \(New\)](#)
- [Tombola Prize List Form - 2013](#)

| [English](#) | [French](#) | [« Members Only »](#)

nato



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VENTE de PÂTISSERIES
BAKE SALE

~~16/201~~

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Home Made!
Fait Maison!



de from 10:00 à to 14:00

En face de ING (Hall de presse) / In front of ING (Press Hall)

Next Bake Sale

19 June: 10:00 – 14:00



Setup from 08:00 to 10:00

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BAKE SALE REMINDERS

Linda Aziz Skou – Secretary / Membership

WHAT TO BRING



Baked Good(s) Sweet



or Savory

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BAKE SALE REMINDERS

Linda Aziz Skou – Secretary / Membership

A SHORT DESCRIPTION



(i.e. Apple Crumb Cake with Walnuts, Spinach and Cheese Pie)

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BAKE SALE REMINDERS

Linda Aziz Skou – Secretary / Membership

SMALL COUNTRY FLAGS



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BAKE SALE REMINDERS

Linda Aziz Skou – Secretary / Membership

- **Paper plates**
- **Napkins**
- **Plastic spoons or forks**
- **Cutting/serving utensils**
- **Small or medium, sturdy,
(labeled with your name,
country and phone number)**



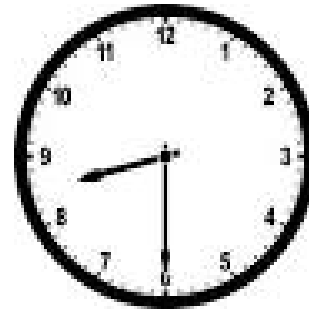
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BAKE SALE REMINDERS

Linda Aziz Skou – Secretary / Membership

DELIVER NO LATER THAN 08:30



**IN THE PRESS HALL IN FRONT OF LUNS
THEATRE (ING BANK)**

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BAKE SALE REMINDERS

Linda Aziz Skou – Secretary / Membership

PICK UP NO LATER THAN 13:30 (1:30 pm)



**IN THE PRESS HALL IN FRONT OF LUNS
THEATRE (ING BANK)**

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BAKE SALE REMINDERS

Linda Aziz Skou – Secretary / Membership

REMEMBER !

LABEL ALL SERVING DISHES/UTENSILS WITH

NAME, PHONE NUMBER, NATION

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Photo Session

The Big Smile Time

Smile!

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Coffee Break

15 min



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Charity Update

Sabrina Janssens & Julija Vejic
Charity Coordinators

- **Status on received Charity Applications**
- **Explanation of Belgian Charity visits**
- **Charity Visits Lottery - Result**
- **Charity Selection Vote – September 10th meeting**

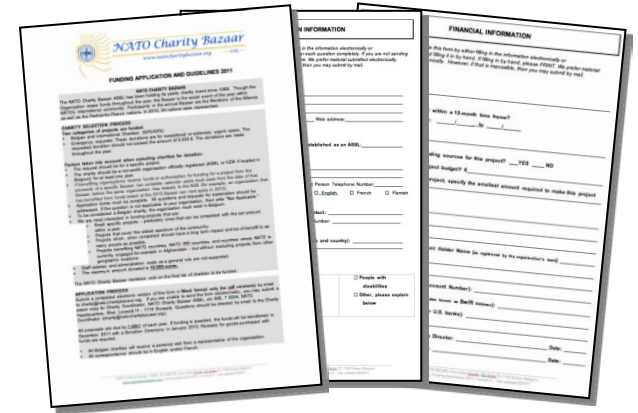
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Charity Funding Applications

Belgian Charities

6 Eligible Applications



International Charities

33 Received Applications

5 Applications rejected (two applications per country rule)

28 Applications in review

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Charity Funding Applications

Julija Vejic – International Charity Coordinator

CHECK LIST

Have you included ALL of the requested documentation?

Failure to do so will result in the disqualification of your request for funding.

✓

- | | |
|---|--------------------------|
| 1. Legal name, address, e-mail and/or website address | <input type="checkbox"/> |
| 2. Official date your organization was established | <input type="checkbox"/> |
| 3. Official number of your non-profit, non-governmental organization | <input type="checkbox"/> |
| 4. Proof of non-governmental / non-profit status and existence for at least one year in the form of an up-to-date, signed, dated and officially stamped registration form , <u>or</u> a certificate of authenticity from the registry office showing the present conditions, including a translation in English or French | <input type="checkbox"/> |
| 5. Proof of the size of your organization in the form of <i>the most recent</i> (not older than two years) financial statements (annual balance sheet as well as profit and loss account) signed, dated and stamped | <input type="checkbox"/> |
| 6. A copy of your organization's statutes in English or French | <input type="checkbox"/> |
| 7. A brief summary of your organization's history and mission in English or French | <input type="checkbox"/> |
| 8. Name, title, e-mail address and telephone number of your organization's contact person | <input type="checkbox"/> |
| 9. Name, e-mail address and telephone number of your NATO or <u>PfP</u> contact person | <input type="checkbox"/> |



Charity Funding Applications

Julija Vejic – International Charity Coordinator

- | | |
|---|--|
| 10. A summary of the proposed project in English or French | |
| 11. Geographic location of the project (city, state or region, country) | |
| 12. Time frame of the project (projected start and completion month / year) | |
| 13. The impact of this project and its target population | |
| 14. Total project cost in € (euros) | |
| 15. Complete breakdown / itemization of the project (including materials and costs) (itemized budget) | |
| 16. Order of importance for funding if there are separate parts to your project. | |
| 17. Specification of the smallest amount required to make your project viable | |
| 18. Proof that the bank account is in the name of the requesting organization (including IBAN, BIC – also known as SWIFT - codes or ABA/Routing Transit Number (USA)) in the form of an official letter from the bank in English or French | |
| 19. Specification of the preferred currency for deposit | |
| 20. Signature of your organization's Treasurer and date thereof | |
| 21. Signature of your organization's Executive Director and date thereof | |
| 22. Two (2) digital photographs of your organization and its work - in one or two separate e-mails | |



Charity Visits

Sabrina Janssens

TO DO

- Organize Visits
- During and after visits fill in "2013 Belgian Charity Visit Form"
- **Final Due – Ultimo June**

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Charity Visits Agenda

Sabrina Janssens

Charity	Nations	Visit date
Project 1	Finland, Switzerland, NIC, Greece	18 th June
Project 2	Croatia, Canada, Romania, Georgia	25 th June
Project 3	Latvia, Czech Republic, Hungary, Portugal, Slovakia	15 th June
Project 4	Poland, Spain, N.Y.F.O.M, Slovenia	26 th June
Project 5	Serbia, New Zealand, Ukraine, France, Belgium	6 th June
Project 6	Bosnia and Herzegovina, UK, Austria, Estonia	14 th June
Project 7	Germany, Norway, Italy, Turkey, USA	19 th June
Project 8	Montenegro, Denmark, Lithuania, Bulgaria	26 th June

EXAMPLE

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Charity Visits

1/2



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2013 BELGIAN CHARITY VISIT FORM

All visits must be completed by the end of June 2013

INSTRUCTIONS: Please contact your assigned charity and set up a date and time for a visit that works for your team. When you have a meeting scheduled, send an email to charity@natocharitybazaar.org. A Board Member will try to join you on your visit. During the visit, fill out the form below. Please submit the completed form to charity@natocharitybazaar.org ASAP. All forms are due by 30 June 2013.

Date of Visit: _____

Members Conducting Visit (Names & Country): _____

Member Contact Info: Telephone _____ Email: _____

Name of Organization Visiting: _____

Focus of Project:

- | | | |
|--------------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Health | <input type="checkbox"/> Women | <input type="checkbox"/> People with disabilities |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Children | |
| <input type="checkbox"/> Education | <input type="checkbox"/> Seniors | |

If not one of the above, please explain: _____

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Charity Visits

2/2

From what you saw during your visit, is the project what the application says it is?

YES NO. If NO, please explain: _____

From your visit, do you think the project can be completed within a 12-month time frame?

YES NO. If NO, please explain: _____

IMPRESSION/COMMENTS: (Please comment on your impressions of the charity and the project seeking funding, both positive and negative. If you need more space, feel free to attach additional sheets of paper.)

POSITIVE:

NEGATIVE:

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Conducting a Charity Visit

Sabrina Janssens, Belgian Charity Coordinator

- **Fill out the '2013 Belgian Charity Visit Form' during the visit** (please find on Members Only area)
- **After the visit, email the completed form to the Charity Team at charity@natocharitybazaar.org**
- **All visits should be completed by 30 June 2013**
- **The completed visit forms will be posted on our website after the voting in September.**
- **Please remember not to talk to anyone else than your visit group and the Board about your Belgian charity visits (secret voting).**

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Charity Lottery Result

- **Project 1: Slovenia, FYROM, BiH, NIC, Latvia, Estonia**
- **Project 2: Serbia, Czech Republic, Germany, Montenegro, Switzerland, Georgia**
- **Project 3: Azerbaijan, Croatia, Belgium, Finland, France, USA**
- **Project 4: Austria, Ukraine, Lithuania, Norway, Bulgaria, Spain**
- **Project 5: Slovakia, Greece, Portugal, Estonia, Italy, Hungary, The Netherlands**
- **Project 6: UK, Denmark, Canada, Poland, Romania, Turkey**

* Turkey recognizes the Republic of Macedonia with its constitutional name.

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Tombola Update

Carla Bucalossi Quatrini - Tombola Coordinator

- Latest Update
 - 2 gifts per nation for the Tombola
Value: at least 100 € each
 - Participation Questionnaire - Tombola

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Restaurant Update

Christina Arvanitaki - Restaurant Coordinator

- Latest Update
- Two requests

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Sponsors & Events

Dionysia Leolei, Sponsors & Event Coordinator

- Latest Update
 - Confirmed Sponsors 2013

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Treasurer Update

Alessandra Bertozzi – Treasurer

CONTRIBUTION 2013

2.082 EUROS

On 26 May 2013



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Fundraising Ideas

Jimmie Bradshaw - President

1. Out-Door-Life for Charity (Karen from Denmark)

In order to do these fundraising events, we need people to **volunteer** to serve as **coordinators** 😊

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Closing

Jimmie Bradshaw - President

Any other business

Mrs. Anne-Mette Rasmussen is host at:

- **Zumba Class on June 21th at 12h30**
- **Summer Charity Ball on June 22nd at 19h30**

Both Events take place in NATO Staff Centre
Find Posters and more information on our
website → Events

Please return Voting Cards and blue Folders

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Closing

Jimmie Bradshaw - President

Zumba Class & Summer Charity Ball

Profits to Charities

NATO
OTAN

ZUMBA
FITNESS

Get ready for summer with special guest
Celebrity Thomas Evers Poulben

Join the party
FRIDAY 21ST JUNE AT 12H30!
BOOKING & INFO
CALL: 02 707 4604
5€ ENTRANCE FEE

NATO Staff Centre

All Profits Towards Charities in Afghanistan
Bénéfices en faveur des oeuvres caritatives en Afghanistan

Summer Charity Ball

NATO
OTAN

Dinner, wonderful dance
show, live orchestra & tombola

Diner, merveilleux spectacle
de danses, orchestre & tombola

Great Prizes To Win

June 22 at 19h30
22 Juin à 19h30
NATO Staff Centre

ticket price: 50€
booking at NATO Staff Centre
Reception - 02 707 4604

Please return Voting Cards and blue Folders

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Closing

Jimmie Bradshaw - President

Meeting Dates 2013

- 25 June
- 10 September
- 08 + 22 October
- 12 November

Please return voting cards and folders

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