

# General Meeting

**10h - 12h**  
**30 April 2013**



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*NATO Charity Bazaar*

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[www.natocharitybazaar.org](http://www.natocharitybazaar.org)

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ASBL: 874.358.592 | Smisstraat 55-A - 3080 Tervuren - Belgium



# Agenda

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- **Welcome** by Jimmie Bradshaw
- **Board Constellation** by Jimmie Bradshaw
  - Presentation of New Board
  - Votes and approval of Minutes from 19<sup>th</sup> March 2013
- **Bazaar 2013 – First Steps** by Jette Holm Kristensen
- **Membership & Bake Sale** by Jette Holm Kristensen

## **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 Biljana Miralovic
- **Fundraising** by Jimmie Bradshaw & Karen Kiærskou
- **Any other Business and Closing** by Jimmie Bradshaw

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# Welcome

Jimmie Bradshaw - President



- **Welcome & New Board**
- **Welcome & Farewell**
- **Addition to and approval of minutes from 19<sup>th</sup> March 2013**
- **Addition to Internal Regulations**
- **Change to Statutes**

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# New Board

Jimmie Bradshaw - President

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- President : **Jimmie Bradshaw**
  - Vice President / Bazaar Coordinator / Web Designer: **Jette Holm Kristensen**
  - Treasurer: **Alessandra Bertozzi**
    - Assistant Treasurer: **Biljana Miralovic**
  - Sponsors & Event Coordinator: **Dionysia Leolei**
  - Charity Co-Coordinators: **Sabrina Janssens, Belgian & Julija Vejic**
    - Assistant Charity Coordinators: **Sylvi Smellror, Merike Väli & Ülle Liflander**
  - International Restaurant Coordinator: **Christina Arvanitaki**
  - Tombola Coordinator: **Carla Bucalossi Quatrini**
  - Assistant Tombola Coordinator: **Sarah Kibble Bonifazi**
  - Secretary / Membership: **Linda Aziz Skou**
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- Honorary President: **Mrs. Lady Jan Harper**
  - Honorary Vice-President: **Mrs. Kati Schmidt**

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# Welcome to Members

Jimmie Bradshaw - President

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- **Marica Nedic - NR for Bosnia and Herzegovina**
  - **Ingrid van Hegelsom-de Bree - ANR for The Netherlands**
  - **Lena Fekene - NR for Norway**
  - **Sylvi Smellror - ANR for Norway**
  - **Anniken Lunder - 2nd ANR for Norway**
  - **Hanne Bendiksen - 3rd ANR for Norway**
  - **Lucia Morlacchette - 2nd ANR for Italy**
  - **Heidi Willum Larsen – ANR for Denmark**

**Welcome on Board 😊**

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# Farewell to Members

Jimmie Bradshaw - President

- Inci Bekiroglu, NR for Turkey (not present)
- Nurhan Yildiz, ANR for Turkey (not present)
- Ebru Ergin Bakar, ANR for Turkey (not present)
- Devrim Ince, 2nd ANR for Turkey (not present)
- Heidi Minde, ANR for Norway (not present)
- Katarina Enne, 2nd ANR for Norway (not present)
- Christine Heimferte (not present)
- Laila Coldevin - NR for Norway (not present and no FC)

**Wishing you all the best**

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# VOTE – ADDITION TO MINUTES

Jimmie Bradshaw - President

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## 6.2. Vote on Internal Regulations

- A proposal was made and seconded to approve all changes in the Internal Regulations | to update them for 2013. The resulting vote was unanimous.
- Last year the members incorporated a limit of one (1) charity application per applying organization in the pre-selection process. A proposal was made and seconded to retain this limitation. The resulting vote was 29 for and one (1) opposed. The limitation will be retained.
- Last year the members incorporated a limit of two (2) International charity projects per country to be pre-selected by the Board. A proposal was made and seconded to retain this limitation. The resulting vote was 27 for and three (3) opposed. The limitation will be retained. For the sake of clarity, this limitation applies ONLY to the pre-selection of projects from International charity applicants. It does not apply to Belgian-based charity applicants.
- Last year the members decided that the prioritizing vote for applying charities is to be blind, i.e. no mention of name or location until after the vote. A proposal was made and seconded to retain the blind vote. The resulting vote was unanimous.

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# VOTE – ADDITION TO MINUTES

Jimmie Bradshaw - President

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## 6.3. Vote on Funding Application and Guidelines Form

After the Annual General Assembly meeting, the Board was made aware of a misconception as regards the description of a small ASBL by the Moniteur Belge, which is as follows:

"A small ASBL is described as having a maximum revenue of 312.500 € and a maximum equity of 1.249.500 €."

The Board apologizes that the amounts voted upon at the Annual General Assembly meeting did not include the price-index adjustment of the above-mentioned revenue and equity, effective January 1<sup>st</sup>, 2013.

Therefore, we will hold a vote at the April 30th General Assembly meeting to amend our future 'Funding Application and Guidelines' form to depict the above amounts.

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# VOTE – MARCH MINUTES

Jimmie Bradshaw - President

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## APPROVAL OF MINUTES FROM 19th March 2013

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# VOTE – INTERNAL REGULATIONS

Jimmie Bradshaw - President

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## **Article 8 – Pre-Selection of Eligible Charity Applicants by the NCB Board**

Although each country may apply for the funding of several projects, only up to two (2) projects per country will be pre-selected by the NCB Board for the final vote by the General Assembly. For the sake of clarity, this limitation applies ONLY to the pre-selection of projects from International charity applicants. It does not apply to Belgian charity applicants.

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# VOTE – STATUTES

Jimmie Bradshaw - President

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## Article 3 - Registered Office of the Association

The decision to change the registered address of the Association may only take place at a General Meeting when the Members are assembled.

The address of the Registered Office of the Association shall be the address of the President or the Vice President

The Association is officially located at Avenue Victor Gilsoul 1 – Woluwe Saint Lambert -1200, in the judicial district of Bruxelles.

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# Bazaar Coordinator

## Presentation

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**Jette Holm Kristensen**

Vice-President / Bazaar Coordinator /  
Web Designer

✉ [coordinator@natocharitybazaar.org](mailto:coordinator@natocharitybazaar.org)

☎ 0498-036-601

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# Bazaar First Steps

Jette Holm Kristensen - Bazaar Coordinator

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## Bazaar 2013 | Preliminary Instructions

- Organizing your National Group
- Finding sponsors
- Planning your stand



« Members Only » Section of Web Site

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## NATO Charity Bazaar

www.natocharitybazaar.org

### 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=ssGK1bwC3w>. 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 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](http://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](mailto: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](mailto: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](http://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](mailto:uator@natocharitybazaar.org) | GSM: 0498-036-601



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### 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 (✓) 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](mailto: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](mailto:coordinator@natocharitybazaar.org).

If you have any questions, please contact:

Bazaar Coordinator, Jette Holm Kristensen [coordinator@natocharitybazaar.org](mailto:coordinator@natocharitybazaar.org) or  
Tombola Coordinator, Carla Bucalossi Quatrini [tombolacoordinator@natocharitybazaar.org](mailto:tombolacoordinator@natocharitybazaar.org)

# Participation Questionnaire Needed from the Following Nations

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

Sweden

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: ?

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](mailto:coordinator@natocharitybazaar.org)

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# Key Dates

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- **Bazaar: 17 November 2013**
- **After Sales: 18-22 November 2013**

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# Web Site Reminder

Jette Holm Kristensen - Web Designer

**www.natocharitybazaar.org**

The screenshot shows the NATO Charity Bazaar website. At the top, there is a navigation bar with links: Home, About, Charities, Sponsors, Events, Photo Album, and Contact. Below this is a search bar with the text "Google™ Custom Search". The main content area features a "2012 SPONSORS" section with a list of sponsors: Platinum Sponsors (NATO Staff Centre) and Gold Sponsors (Aramark SA/NV, Allianz Worldwide Care, AC Diplomates Sales VOLVO, Carlson Wagonlit Travel, domoXim/Brussels Business Flats, ING Bank). There is also a "Charity Spotlight" section highlighting "Afghanistan Libre - We funded educational material for a girl's school." and a "2012 DONATION CEREMONY" section. The footer mentions "2012 INTERNATIONAL TOMBOLA WINNERS".

The screenshot shows a Windows security warning dialog box titled "Windows Sikkerhed". The text inside reads: "Serveren www.natocharitybazaar.org på NATO Charity Bazaar ABSL has this area for MEMBERS only kræver et brugernavn og en adgangskode." Below this, it says: "Advarsel! Denne server anmoder om, at dit brugernavn og din adgangskode sendes på en ikke-sikker måde (grundlæggende godkendelse uden en sikker forbindelse)." There is a login form with a text field containing "member", a password field with dots, and a checkbox labeled "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

Jette Holm Kristensen – Bazaar Coordinator

**PLEASE PRINT CLEARLY**

<b>NATION you are representing:</b>				<b>Date:</b>	
<b>National Representative (NR)</b>		<b>Assistant National Representative (ANR)</b>		<b>2<sup>nd</sup> Assistant National Representative (2<sup>nd</sup> ANR)</b>	
<b>Surname (Last Name):</b>				<b>First Name:</b>	
<b>Home Telephone / GSM:</b>			<b>E-mail:</b>		
<b>NATO Contact Person:</b>			<b>NATO Contact Number:</b>		
<b>Have you been officially welcomed at a NCB General Assembly Meeting?</b>				<b>Yes</b>	<b>No</b>
<b>Are you leaving Brussels within the next 3 months?</b>	<b>Yes</b>	<b>No</b>	<b>If yes, when?</b> (dd-mm-yyyy)		

Return the completed form to our Secretary Linda A. Skou at: [secretary@natocharitybazaar.org](mailto:secretary@natocharitybazaar.org)

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# VENTE de PÂTISSERIES BAKE SALE 26/2/2013

NATO Charity Bazaar  
[www.natocharitybazaar.org](http://www.natocharitybazaar.org)  
ASBL

Home Made!  
Fait Maison!

de 10:00 à 14:00  
from to

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

# Next Bake Sale

6 June

26 September

Last Bake Sale: 2082,03 €



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# Coffee Break

## 15 min

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# Charity Team

## Presentation

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**Julija Vejic**  
Charity Coordinator - International  
✉ [charity@natocharitybazaar.org](mailto:charity@natocharitybazaar.org)  
☎ 0499-969-212



**Sabrina Janssens**  
Charity Coordinator - Belgium  
✉ [charity@natocharitybazaar.org](mailto:charity@natocharitybazaar.org)  
☎ 0473-258-739

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# Charity Update

Sabrina Janssens & Julija Vejic  
Charity Committee

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- Status on received Charity Applications
- Explanation of Belgian and International charity visits and lottery - lottery will take place at the **28 May** meeting
- Charity Selection Vote – September meeting

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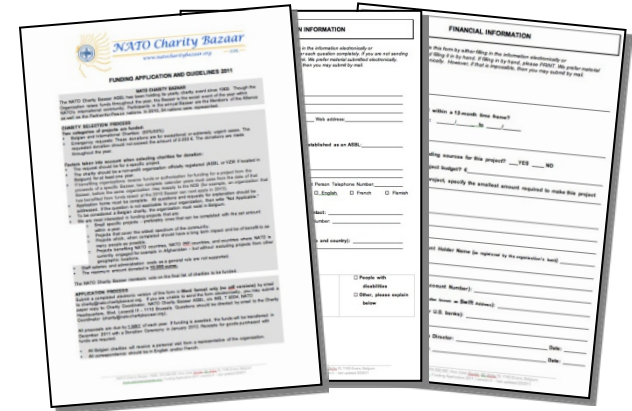


# Charity Funding Applications

## Belgian Charities

**8** received Applications

- Approved
- Rejected



## International Charities

**11** applications representing **8** Countries

- Approved
- Rejected

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# Tombola Team

## Presentation

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**Carla Bucalossi Quatrini**

Tombola Coordinator

✉ [tombola@natocharitybazaar.org](mailto:tombola@natocharitybazaar.org)

☎ 0495-512-323



**Sarah Kibble Bonifazi**

Assistant Tombola Coordinator

✉ [tombola@natocharitybazaar.org](mailto:tombola@natocharitybazaar.org)

☎ 0473-374-229

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# Restaurant Team

## Presentation

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**Christina Arvanitaki**

International Restaurant Coordinator

✉ [restaurant@natocharitybazaar.org](mailto:restaurant@natocharitybazaar.org)

☎ 0470-687-508

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# Sponsors & Events

## Presentation

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**Dionysia Leolei**

Sponsors & Event Coordinator

✉ [sponsor@natocharitybazaar.org](mailto:sponsor@natocharitybazaar.org)

☎ 0497-370-974

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# Confirmed Sponsors for 2013

Dionysia Leolei, Sponsorship

## GOLD


- Aramark

## SILVER

- Forax

## BLUE


- Marriot
- Concordia

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**2013 NATO Charity Bazaar  
Sponsorship Packages**  
For General Businesses (following security clearance)

The NATO Charity Bazaar ASBL is a private and independent non-profit making Association, run by volunteers drawn from NATO Staff, National delegations, family members and friends. (For more information, see our website above). Its members hold an Annual Bazaar, traditionally called the "NATO Charity Bazaar", now in its 44<sup>th</sup> year. The proceeds are donated to charitable projects. In 2012 over 188 000 € was raised and distributed to 26 charities (8 Belgian charities and 18 international charities). Additional monies raised by other fundraising events throughout the year contribute to these donations.


**DATE:** Sunday – November 17, 2013 **LOCATION:** NATO Headquarters, Brussels



**Event Brochure**




**Opening Ceremony**




**Gold Sponsor's  
Coffee with Patrons**

**GOLD SPONSORSHIP PACKAGE**  
**PRICE: 1500€**

- **Ads**
  - Premium placement of your logo on our official brochure for the 2013 Bazaar season.
  - Company full-page ad on a poster (120x85cm) displayed at the 2013 Bazaar and at the Donation Ceremony.
  - Company full-page ad on the screen in the Luns Theatre, (Tombola Room) throughout the Bazaar.
  - Premium placement of your logo on the NATO Charity Bazaar ASBL Web site with a link to your website or full-page ad. (for the 2013 Bazaar Season)
  - Company logo on the Tombola Prize Winner poster displayed at NATO HQ for 2 weeks.
- An invitation to the 2013 Bazaar Opening Ceremony and coffee with patrons before ceremony.
- An invitation to the Charity Donation Ceremony. (Event will occur in Jan. 2014.)
- **Sponsorship Identification Material:**
  - "Proud Sponsor of the 2013 NATO Charity Bazaar" button, for displaying on your website.



**Gold Sponsor Full Poster Display  
Ads at Donation Ceremony**



**Gold Sponsor  
Button for Web Site**

NATO Charity Bazaar ASBL | No. 874.338.992 | Smitsstraat 59-A - 1080 Tervuren - Belgium

- SILVER SPONSORSHIP PACKAGE**  
**PRICE: 750€**
- Ads**
- Logo on our official brochure for 2012 Bazaar season.
  - Company ad on a shared Silver Sponsor poster (120x85cm) displayed at the 2012 Bazaar and at the Donation Ceremony.
  - Company ad on the screen in the Luns Theatre (Tombola Room) throughout the Bazaar.
  - Logo on the NATO Charity Bazaar ASBL Web site with a link to your website. (for the 2012 Bazaar season)
  - Company logo on the Tombola Prize Winner poster displayed at NATO HQ for 2 weeks.
- Invitation to the 2012 Bazaar Opening Ceremony
- Invitation to the Charity Donation Ceremony (Event will occur in Jan. 2013)
- Sponsorship Identification Material**
- "Proud Sponsor of the 2012 NATO Charity Bazaar" button for displaying on your website

**Silver Sponsorship  
Button for Web Site**




- BLUE SPONSORSHIP PACKAGE**  
**PRICE: 500€**
- Ads**
- Logo on our official brochure for the 2012 Bazaar season.
  - Logo on a shared Blue Sponsor poster (120x85cm) displayed at the 2012 Bazaar and at the Donation Ceremony (Jan 2013)
  - Logo on the screen in the Luns Theatre (Tombola Room) throughout the Bazaar.
  - Logo on the NATO Charity Bazaar ASBL Web site with a link to your website. (for the 2012 Bazaar season)

**Blue Sponsorship  
Button for Web Site**




NATO Charity Bazaar | ASBL | 874.338.992 | Ave Jules Bordet 66, Boite 16, 1140 Evere, Belgium





# Treasurer Team

## Presentation

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**Alessandra Bertozzi**

Treasurer

✉ [treasurer@natocharitybazaar.org](mailto:treasurer@natocharitybazaar.org)

☎ 0488- 416-595



**Biljana Miralovic**

Assistant Treasurer

✉ [treasurer@natocharitybazaar.org](mailto:treasurer@natocharitybazaar.org)

☎ 0487-401-202

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# Treasurer Update

Biljana Miralovic – Ass. Treasurer

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## CONTRIBUTION 2013

**2.082 EUROS**

On 28 April 2013



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# Fundraising Ideas

Jimmie Bradshaw - President

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## 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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*NATO Charity Bazaar*

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[www.natocharitybazaar.org](http://www.natocharitybazaar.org)

— ASBL —



# Closing

Jimmie Bradshaw - President

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## Any other business

**Mrs. Anne-Mette Rasmussen is host at:**

- **Zumba Class on June 21<sup>th</sup> at 12h30**
- **Summer Charity Ball on June 22<sup>nd</sup> 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**

*NATO Charity Bazaar*

[www.natocharitybazaar.org](http://www.natocharitybazaar.org)

— ASBL —



# Closing

Jimmie Bradshaw - President

## Zumba Class & Summer Charity Ball



Please return Voting Cards and blue Folders

## NATO Charity Bazaar

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— ASBL —



# Closing

Jimmie Bradshaw - President

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## Meeting Dates 2013

- 30 April
- 28 May
- 25 June
- 10 September
- 08 + 22 October
- 12 November

Please return voting cards and folders

*NATO Charity Bazaar*

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— ASBL —