



IBO REGISTRATION CHECKLIST

Thank you for your interest in fundraising for 'FREEDOM WHEELS'™

We know that with your support we can raise more money and help to change as many lives as possible.

To ensure that we adhere to fundraising guidelines that govern each state, registration of your activity/event is essential. Whilst we want to keep the gift of giving seamless, as an entity we need to ensure we work within fundraising guidelines. We thank you for your co-operation in this process.

The following applies to anyone that wants to hold a fundraising event/activity to raise money for FREEDOM WHEELS. Personal donations do NOT need to be registered in this manner. A donation can be made via methods outlined on the 'donation form'.

QUICK STEP BY STEP PROCESS

All forms can be obtained from a2k or by calling Nadia or Debra at Amway. Please do NOT contact TAD for these forms.

1. Read & understand the '**Fundraising guidelines**'.
2. Complete the '**Request to fundraise**'
3. Mail your '**Request to fundraise**' directly to AMWAY.
Amway will acknowledge by phone or email receipt of your '**Request to fundraise**'
4. Amway/TAD will process your request and if approved, will send you a FUNDRAISING KIT.

FUNDRAISING KIT CONTENTS

- a. An official 'fundraising authorisation letter'
- b. Donation form
- c. Funds Summary
- d. 'FREEDOM WHEELS'TM material (if requested, otherwise, we encourage you to use the material available on a2k / FREEDOM WHEELS)

POST FUNCTION

After 2 weeks of function/activity, the fundraiser must ensure the following is completed

5. Process funds (see donation form for options)
6. Send 'Funds Summary' & money or proof of money deposit to Amway.

CONTACT US

Phone: 1 800 45 46 47
Nadia Zeaiter (direct 02 9843 2438) or
Deb Campbell (direct 02 9843 2144)

Email: freedomwheels@amway.com

Address: 'FREEDOM WHEELS' Administrator', PO Box 202 CASTLE HILL NSW 1765

Visit: www.a2k.com.au go to 'FREEDOM WHEELS'