



## District 72 New Zealand

Glen Pearce  
District 72 Club Growth Director 2021/22  
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### DISTRICT 72 CLUB PROMOTIONAL FUND APPLICATION FORM

Clubs with low financial reserves (\$1000 or less) may apply for funding towards promotional activities designed to grow their club. To apply, send a completed application form to Glen Pearce, District Club Growth Director, at [clubgrowth.d72@toastmasters.org.nz](mailto:clubgrowth.d72@toastmasters.org.nz)

#### Funding Guidelines:

- Clubs with bank balances more than \$1000\* do not qualify for funding
- The maximum claim is \$350\* (Clubs with funds over \$1000\* may be approved on a case-by-case basis)
- You seek approval prior to incurring any cost must apply and be approved prior to spending funds of the project
- No application will be approved retrospectively
- Only a Club President or Club Coach may apply
- Applications will be reviewed and approved by the Club Growth Director in consultation with the District Director
- Applications must include all relevant documentation such as photos, descriptions, examples and quotes or evidence of cost
- If approved, payment may be made by the District Finance Manager direct to the supplier/s or to the Clubs Bank Account or Clubs Representative who incurred the cost subject to receipt of a District Expense Claim form

#### Examples of what the fund can be used for:

- Purchase of printed promotional materials
- Sandwich boards to advertise club venues (NB If your club is wanting to apply for this – please provide details of what you want on sign, however price at this time is not known as we are in process of getting quotes.
- Advertorials and advertisements
- Open Meetings

#### Examples of what the fund cannot be used for:

- Gifts or prizes.
- New member fees, membership dues or charter fees.
- Club banners.
- Design costs for websites, posters, brochures and fliers
- Website hosting (see Freetoasthost <https://www.toastmastersclubs.org/welcome/?wMSd>)
- Purchase of items not permitted under Toastmasters International policy

#### Promotional materials guidelines

- All designs must be approved by District 72 or Toastmasters International ([brand@toastmasters.org](mailto:brand@toastmasters.org)) For logos, photos and examples, refer to <http://www.toastmasters.org/Members/OfficerResources/VirtualBrandPortal.aspx> and for guidelines regarding their use, refer to <http://www.toastmasters.org/CreatingMaterials>

If you need advice on promotional activities, or have any questions about completing the form, please contact:  
Club Growth Director, Glen Pearce at [clubgrowth.d72@toastmasters.org.nz](mailto:clubgrowth.d72@toastmasters.org.nz) or  
Public Relations Manager, Brad Grootelaar [prm@toastmasters.org.nz](mailto:prm@toastmasters.org.nz)



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Name of club(s):

Club, Area, Division number:

Applicant name and position held in club:

Phone number and email address:

What do you intend to spend the money on and how will it be used?

What do you hope to achieve from this spend?

When do you intend to spend the money and when will you use the resource?

What is the total cost of project, and amount of club contribution?

What is your club bank balance? *(provide bank statements plus details of any outstanding debts)*



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FUNDING REQUEST BREAKDOWN - <i>(provide any relevant supporting documentation)</i>					
Item Description	Supplier Name	Amount excl	GST	GST	Total
<b>How much funding are you requesting from District 72? (\$350 maximum and no more than twice the club contribution)</b>					
<b>Please select ONE payment option:</b> <input type="checkbox"/> <b>Option 1:</b> I include invoice(s) included for the District Finance Manager to pay direct <i>or</i> <input type="checkbox"/> <b>Option 2:</b> I have paid and wish my receipts to be reimbursed to:  Bank account name:  Bank account number:					
<b>Declaration to be signed by the Club President:</b> To the best of my knowledge, the information above is correct and complete and the club agrees to use the funds only for the purposes listed above.					
<b>Signed:</b>					
<b>Date:</b>					