



NATO Charity Bazaar

www.natocharitybazaar.org

— ASBL —

NATIONAL REPRESENTATIVES AND ASSISTANT GUIDELINES FOR THE BAZAAR 2010

The responsibilities of the National Representatives and her Assistant are as follows:

1. To be present at all Bazaar planning meetings for the annual Bazaar (usually four times a year), and to pass on information and copies of instruction sheets within her national group of volunteers.
2. To organize all necessary preparations for the annual Bazaar within their national group.
3. To delegate the organization to sub-groups and find National Coordinators for the different activities such as Tombola and International Restaurant. These national Coordinators work together with Coordinators of each activity (such as Tombola and International Restaurant Coordinators).
4. To present any request or problems of their national group to the President of the “NATO Wives Bazaar ASBL” and to return the solution to the national group. Potential problems may be solved, either in discussion during the meetings or by direct liaison with the President.
5. To receive and distribute Invitations to the Bazaar, Tombola tickets, posters and flyers.
6. To invite their Ambassador to NATO (PermRep) and spouse to the Bazaar if they wish to do so, as well as their Ambassador and spouse of the National Embassy.
7. To set up their national stand, if they have one, the day before the Bazaar. To operate their stand during the Bazaar. To clear up after the Bazaar so that the Bazaar area can be handed back to the NATO authorities immediately on completion of the Bazaar.
8. To organize volunteers to set up and decorate their food stand if they are participating in the restaurant, and to clean it afterwards.
9. To organize the selling of allocated Tombola tickets and to offer at least 3 prizes per nation.
10. To participate in the decoration of the Christmas tree on the day of the Bazaar.
11. To account for and deposit all proceeds from the Bazaar (minus legitimate expenses) to the NATO Charity Bazaar bank account.
12. To be present at the coffee during which donations of the proceeds of the NCB ASBL are presented to the selected charities. If they are unable to attend, a national substitute should be sent.
13. To make sure that one prize is given to the Tombola Coordinator for the raffle that will be held during the coffee for donations.
14. To be part of a team, if she agrees to do so, to visit institutions that have requested a donation from the NATO Charity Bazaar ASBL.