

# COMMUNITY PARTNERSHIP RECIPIENT TERMS AND CONDITIONS CHECKLIST

HARBORD FINANCIAL SERVICES LIMITED

A.B.N. 25 097 282 525

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Phone: 9939 6744 Fax: 9939 6844

Club / Organisation / School:
President:
Contact for Community Partnership:
Address:
Email:
Phone:

Community Bank  
Freshwater



Please tick terms and conditions	(FCB = Freshwater Community Bank)	Explanation
Complete FCB feedback form as soon as it is received by email	<input type="checkbox"/>	At financial year end you must complete FCB feedback form with additional photos and information
Provide with feedback form an itemised costing of how Community Partnership funding has been spent	<input type="checkbox"/>	Confirm details that Community Partnership funding has been spent where required as per application
FCB has naming rights as main sponsor for your event	<input type="checkbox"/>	If FCB is the main sponsor then FCB must be promoted as such
FCB are the main sponsor of your organisation	<input type="checkbox"/>	
FCB are a complimentary sponsor	<input type="checkbox"/>	
Your organisation uses our FCB logo according to style guide	<input type="checkbox"/>	Use our specific FCB logo on all - not the Bendigo Bank logo
FCB logo appears on your website as main sponsor	<input type="checkbox"/>	If FCB is the main sponsor then we must be promoted as such on your website
You will place FCB Logo on your website	<input type="checkbox"/>	FCB requires a prominent position on your website
You have a link to www.harbordfinancialservices.com.au on your website	<input type="checkbox"/>	A link to www.harbordfinancialservices.com.au is required for the duration of the Community Partnership
A representative from your organisation will attend the FCB AGM to accept Community Partnership	<input type="checkbox"/>	FCB will invite you to attend its AGM to accept Community Partnership recognition
Your organisation utilises print communications	<input type="checkbox"/>	FCB logo is required to appear on all print communications e.g. Registration forms/newsletters/posters
FCB is invited to speak at your events	<input type="checkbox"/>	FCB would like to attend your main events, present prizes, and be able to tell our story
FCB can give short presentation at AGM	<input type="checkbox"/>	FCB can present our story at your AGM....5 minutes
Your organisation's apparel is branded with FCB logo	<input type="checkbox"/>	Artwork proofs and final pictures to be supplied as evidence
Have you purchased other items that have been branded with FCB logo	<input type="checkbox"/>	Supply details of items e.g. Kit bags/marker flags/balls etc
You use FCB canopies responsibly and are accountable for damage	<input type="checkbox"/>	FCB will make canopies available for use and any damage will be invoiced direct to your organisation
You use FCB Flags at events and are accountable for damage	<input type="checkbox"/>	FCB will make flags available for use and any damage will be invoiced direct to your organisation
You use FCB banners at events and are accountable for damage	<input type="checkbox"/>	FCB will make banners available for use and any damage will be invoiced direct to your organisation
Other FCB promotional marketing items used	<input type="checkbox"/>	e.g. FCB Water bottles/pens/enviro bags - List items here
You supply FCB with photos of main events	<input type="checkbox"/>	
You provide news stories for inclusion in Freshwater News (FCB Newsletter)	<input type="checkbox"/>	Freshwater News is your newsletter. We need your input to succeed
You will distribute Freshwater News to your members	<input type="checkbox"/>	You can email Freshwater News to your members or FCB will supply hardcopies on request
You will include a FCB advert in your organisation's Newsletter	<input type="checkbox"/>	
You can 'like' us on Facebook	<input type="checkbox"/>	Like our Facebook site so that we are linked to your Facebook
You can 'follow' us on Twitter	<input type="checkbox"/>	Follow @BendigoFreshie so that we are linked to your twitter account
Your organisation will encourage members to open accounts with FCB	<input type="checkbox"/>	FCB needs more business. The more business FCB generates the more Community Partnership funding
Allow our prominent signage at club/school	<input type="checkbox"/>	available
All goods purchased with Community Partnership funding from any supplier are to be invoiced direct by the supplier to Harbord Financial Services Limited	<input type="checkbox"/>	FCB will provide signage based on our standard specifications
General Community Partnership will be invoiced by your organisation	<input type="checkbox"/>	In this way you benefit by getting full value for your club Community Partnership will be paid on receipt of 'tax invoice' on letterhead of club/organisation. Also add on ABN & GST if applicable. FCB will allocate a month to received invoice.

## Signing Authority

It is agreed that

(organisation) will make every effort to commit to those items checked above.

FCB can only provide continued Community Partnership by attracting more business as costs rise.  
It is in your interests to be an advocate for Freshwater Community Bank and we must ask you to commit to these conditions  
Two representatives of your organisation are required to sign this form

Signed:

Name:

Position:

Signed:

Name:

Position:

Please return this form on receipt of your approval letter