



## CIRCLE OF FRIENDS APPLICATION

Thank you for your interest in participating in the Circle of Friends as a volunteer fundraiser! By joining the Machao Orphanage Foundation's Circle of Friends program, you become an important part of the effort to restore hope to the orphaned children left homeless by the loss of their parents due to HIV/AIDS. Money raised for the Machao Orphanage Foundation by volunteer fundraisers is used to further the effort to house, cloth, and educate the children at the Machao Orphanage.

In order to help you help us, we need some information about your proposed fundraising endeavors (If you aren't sure what kind of fundraiser to hold, see the attached list of fundraising event ideas.) Please complete **both sides** of this application and return your completed form to:

MAIL TO:  
The Machao Orphanage Foundation  
P.O. Box 3856  
Glendale, CA 91201  
U.S.A.

FAX:  
818.841.1494

When we have received and approved your application, we will send you a letter describing the details of the Circle of Friends program. You will then be provided with tips on fundraising and specially-designed informational materials about the Machao Orphanage Foundation.

If you have questions or concerns, please contact us at 818-377-5120 or email us at [info@machaoorphanage.org](mailto:info@machaoorphanage.org).

### EVENT ORGANIZER INFORMATION

The Machao Orphanage Foundation does not share its mailing list with external organizations. All information you provide is confidential.

Full Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Primary Phone:  Home  Work  Mobile \_\_\_\_\_

Secondary Phone:  Home  Work  Mobile \_\_\_\_\_

Email \_\_\_\_\_

Please send me periodic updates via:  email  mail

Please do not contact me



**1. How did you hear about the Machao Orphanage Foundation?**

- Television/Radio show (please let us know which one):
- Newspaper/Magazine (please let us know which one):
- Internet search (please indicate referring website):
- From a friend
- Other (please describe): \_\_\_\_\_

**2. What kind of fundraiser do you propose to hold?**

- DVD Screening Party
- Group Sponsorship
- Letter Circle
- Yard Sale
- An Evening Out
- Holiday Gift Wrapping
- Other (please describe): \_\_\_\_\_

**3. What is the date of the fundraiser (or the start and end dates of the fundraising campaign)?**

Event date: \_\_\_\_\_

Campaign start date: \_\_\_\_\_ Campaign end date: \_\_\_\_\_

**4. How many people do you expect to participate/donate?**

- 1 - 10
- 10 - 25
- 25 - 100
- 100+

**5. How much money do you hope to raise?**

- <\$100
- \$100 - \$500
- \$500 - \$1,000
- \$1,000 - \$5,000
- \$5,000+

**6. Do you have any previous fundraising experience?**

- No
  - Yes (please describe): \_\_\_\_\_
- \_\_\_\_\_

**7. What assistance/support will you need from the Machao Orphanage Foundation?**

- Materials packet: FAQ lists, flyer, donation form (available as printer-ready computer files)
- Posting for your event on the Machao Orphanage Foundation website
- Other (please describe): \_\_\_\_\_

**8. Will you be using materials provided by the Machao Orphanage Foundation or creating your own?**

- Using materials provided by the Machao Orphanage Foundation
- Creating my own materials (please describe): \_\_\_\_\_



## **FUNDRAISING EVENT IDEAS**

### **TALENT AS TREASURE**

Are you an artist, a musician, or a crackerjack computer technician? Use your special talent to support a worthy cause! Auction your artwork on eBay, hold a benefit concert or fix your neighbor's laptop, and donate the proceeds to the Machao Orphanage Foundation. Using your talent as a fundraising tool is a unique way to express your personal commitment to the cause.

### **GROUP SPONSORSHIP**

Join forces with other members of your book club, women's group, investment club, etc. to sponsor the education of one child (or two or three ...). It costs the Machao Orphanage Foundation \$1,200.00 to pay for tuition, books, fees, supplies and uniforms.

### **LETTER CIRCLE**

Personal letters are an excellent way to encourage others to share your passion for a cause. Write a note to friends and family about how you were personally inspired to help the children at the Machao Orphanage and email it (or post it) along with our flyer or a link to the website. Mention a few of the details from our [FAQ About The Machao Orphanage Foundation](#) and set a specific fundraising goal (e.g. "Let's join forces to help our children in Kenya! If everyone who receives this email pledges \$50.00, we can raise the \$1,200.00 needed to sponsor a child's education for one year.

### **YARD SALE**

A yard sale is a great way to raise money while getting together with friends and neighbors. Sell your collective clutter and display a large poster indicating that all proceeds will be donated to supporting the orphaned children in Makeuni, Kenya. Have flyers and donation envelopes on hand.

### **AN EVENING OUT**

Mix good works and good fun. Connect with a local restaurant or neighborhood hangout and encourage them to donate a portion of that evening's proceeds to the cause. Invite your friends and family to join you and you will help generate business for the restaurant while raising funds support housing, clothing, food and an education to the orphan children at the Machao Orphanage.

### **HOLIDAY GIFT WRAPPING**

Check with local merchants who may agree to let you sponsor a gift wrapping station during busy shopping seasons, with the donations of shoppers going to benefit the children at the Machao Orphanage.