

instructions to complete by:**hand:** print this blank form - complete all details by hand and return by post / fax**computer:** complete blank fields on your computer – use the TAB key (or mouse) to move to each field

- print completed form
- post to CSA Coordinator - JOY Melbourne Inc, level 9 / 225 Bourke Street, Melbourne 3000 or Fax to 03 9267 6080

there is **no** charge for a not-for-profit organisation providing a service to the GLBTI communities - proof of not-for-profit status may be requested; JOY Melbourne reserves the right to decline requests for a CSA.**to facilitate the administration and production of a CSA we require all details at least 4 weeks before announcement goes to air****tell us about your organisation**

organisation name _____

contact person _____

their position _____

phone _____

fax _____

email _____

website _____

unit/street address _____

suburb _____

postcode _____

tell us about your organisation's aims, objectives & activitiesforward a copy of leaflet, flier etc. **max 75 words (use eleven lines only)****CSA request details** select only **ONE** of the following options **option 1** CSA is to be an **ongoing** announcement - and the above details will be valid for the next six months.
for up to 6 months **option 2** CSA is a **one-off** announcement for the following event:
for up to 2 weeks

name of event _____

date / time of event _____

cost of entry _____

brief description of event _____

attach a copy of any
publicity material or leaflet

organiser / contact person _____

contact details _____

authorised by organisation

signature _____

name _____

position _____

date _____

/

/

dd/mm/yyyy