

FIA'S FUNDRAISING PRACTICE CERTIFICATE (FPC)

APPLICATION FORM

FIA MEMBERSHIP DETAILS

Membership Id: _____ Member type: _____
(Please specify the membership type – Regular, Executive, Fellow)

PERSONAL DETAILS:

Title: _____ First Name: _____ Last Name: _____

Preferred name for certificate: _____

EMPLOYMENT DETAILS:

Organisation: _____

Position: _____

CONTACT INFORMATION:

Home Address: _____ Post Code: _____

Home Phone: _____ Home Fax: _____
(Please include full international dialling code)

Work Address: _____ Post Code: _____

Work Phone: _____ Work Fax: _____
(Please include full international dialling code)

Preferred E-mail Address: _____
(Please note that FIA will use your email address for most correspondence, unless you state otherwise)

Second Email Address: _____

Please tick preferred address for correspondence: Home Work

If you are not currently employed in the Fundraising Industry on a full-time basis, please give details of your volunteer or part-time employment in the Fundraising Industry:

Organisation: _____

Position: _____

EDUCATION HISTORY:

Educational Institution	Years Attended	Qualification Achieved

EMPLOYMENT HISTORY:

Please give brief information about your present and past work experience:

Employer	Employment Dates	Position Title

FUNDRAISING EXPERIENCE:

Please give details of your fundraising experience:

WHY DO YOU WANT TO DO THIS COURSE:

Please detail why you want to do this course and how you think it will help your career:

COURSE STRUCTURE:

A Fundraising Practice Certificate will be awarded by completing the two Core Modules plus one leftover core module or an additional module.

Please tick the modules that you wish to undertake:

Core Modules

- Module 1, Principles of Fundraising
- Module 2, Fundraising Tools, Techniques and Resources
- Module 3, Legal and Ethical Frameworks of Fundraising

Select one Additional Module

- Module 4, Relationship Fundraising
- Module 5, Marketing and Fundraising
- Module 6, Database Marketing
- Module 7, Capital Campaigns, Major Gifts and Bequests
- Module 8, Preparation of Fundraising Materials

FEES:

APPLICATION FEE:

There is a non-refundable application fee of **\$50** (including GST) payable to process your application and to secure your place in the course.

COURSE FEES:

FIA Members

The course fees for Certificate are **\$1,089.00** (including GST of \$99). Fees are payable in advance.

FIA Non-Members

The course fees for Certificate are **\$1197.00** (including GST \$ 108.9). Fees are payable in advance

Please note: All prices quoted are in Australian Dollars (AUD).

TEXT BOOK:

Students are required to purchase the key text for the course, The Complete Guide to Fundraising Management by Stanley Weinstein, at an additional cost of **\$72.95** (including postage)

LODGEMENT OF APPLICATION:

Please send the completed application form with application fee (\$50) and return by email, fax or post to:

Certificate for Fundraising Practice

Fundraising Institute Australia

PO Box 642

CHATSWOOD NSW

Telephone: 1300 889 670 (within Australia)
+ 61 2 9411 6644 (international)

Facsimile: 1300 889 671 (within Australia)
+61 2 9411 6655 (international)

Email: diploma@fia.org.au

PAYMENT DETAILS

Initial Application Fee: \$ 50.00

Your application will be acknowledged and reviewed. Once your application has been accepted we will offer you a provisional place. The invoice for the total fee for the course will be emailed to you. A confirmed place in the course will be allocated once FIA has received the full course fee.

Please advise the payment method -

Direct Debit Amount _____

All EFT payments are payable to:

Fundraising Institute Australia

BSB: 082 201

Account No: 65308 4424

(Please include a copy of your remittance advice with your application)

OR

Cheque Amount _____

Please enclose a cheque payable to Fundraising Institute Australia and post to:

Diploma of Fundraising Management
 Fundraising Institute Australia
 PO Box 642
 CHATSWOOD NSW 2057
 Australia

OR

Credit Card

Charge to my: MasterCard Visa AMEX/Diners Amount _____
 (Payment by AMEX/Diners will incur standard surcharge fees)

Card Number:

Name on Card: _____ Expiry Date: ____/____
 (Please Print)

Signature: _____ Date: _____

Declaration:

The information provided in support of my Application for the Fundraising Practice Certificate is true and correct.

Signed: _____

Name: _____ Date: _____