



Jika Jika Community Centre Inc
 Corner Plant and Union Streets
 Northcote Vic 3070
 Tel 9482 5100
 Email admin@jikajika.org.au
 Web www.jikajika.org.au
 ABN 163 211 018 46

2019 Playgroup Application

Bookings between Tue 29 Jan 2019 – Mon 27 Jan 2020

Playgroup Name			
Number of participants (approx.) (Note: minimum number of families is 4)			
Does your playgroup have membership criteria? If yes, please state:			
Children's age range			
Does your playgroup accept new members?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, referral method	<input type="checkbox"/> E-mail <input type="checkbox"/> Phone <input type="checkbox"/> Just turn up (to be disclosed to parents looking for a playgroup)
Primary Contact Tick here if you do not wish to receive Jika Jika Community Centre's e-newsletter, issued once a term	Name:		
	Address:		
	Phone:		
	Email:		
Secondary Contact	Name:		
	Phone:		
	Email:		
Invoicing Not essential, but invoices can be provided if requested, and the attendance sheet is provided. Please advise where the invoices should be sent.	Attention:		
	Organisation:		
	Address:		
	Phone:		
	Email:		
Playgroup fees \$3 per family per attendance. Payment Frequency	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Each term <input type="checkbox"/> Half yearly		
Preferred Payment Option	<input type="checkbox"/> Cash or EFT at our office <input type="checkbox"/> Credit Card over the phone <input type="checkbox"/> Direct Deposit (internet banking)		
Jika Jika banking details	Account name: Jika Jika Community Centre Bank: Community Sector Banking BSB: 633 000 Account number: 1507 95 268 Reference: Playgroup name Please email payment confirmation of direct debit to admin@jikajika.org.au		

OFFICE USE ONLY

Accepted by	Date
<input type="checkbox"/> Added/updated in Jika Jika Hall Hirers address book <input type="checkbox"/> Added/Updated Playgroup Database	
<input type="checkbox"/> Booked in calendar <input type="checkbox"/> Clipboard made up (Plant St only)	
<input type="checkbox"/> Attendance sheet emailed (Jika in Park bookings only) Date / /	
<input type="checkbox"/> Membership up to date?	
<input type="checkbox"/> Membership form hard/email provided (only required if membership not up to date) Date / /	
<input type="checkbox"/> Working Bee date emailed Date / /	
<input type="checkbox"/> Invoicing only – added to ledger?	
Email/hard copy key safe code Date / /	
Promotion: <input type="checkbox"/> Website <input type="checkbox"/> Brochure <input type="checkbox"/> Facebook	