

Rotary



**ROTARY AUSTRALIA
WORLD COMMUNITY
SERVICE LTD**

15th September 2020

A.C.N. 033 444 264
ABN 37 739 341 003

DONATIONS IN KIND – Northern Region

President Christopher Rees

Rotary Club of Caloundra

President's Email: president.caloundra@rotary9600.org

Secretary's Email: secretary.caloundra@rotary9600.org

Dear Christopher,

Re: Donations in Kind Northern Region Roster

The RAWCS Donations in Kind Northern Region warehouse needs able bodied people to help with the packing of health and educational equipment into shipping containers ready for consignment to developing countries as well general housekeeping in the warehouse.

The warehouse is located at: 23-25 Mary Street KINGSTON QLD

Our contact details are:

NRDIK Coordinator	John Paskin	0400 032 131
Administrator of Volunteers	Peter Collins	0412 721 075

We have taken the liberty of placing your Club on the roster to assist with the loading of containers and general housekeeping at Donations in Kind Northern Region on **Saturday 7th November 2020 commencing at 8.00am.**

Please confirm numbers by 17th October 2020

RAWCS Donations in Kind Northern Region values the Health, Safety and Welfare of our volunteers and as part of our Workplace Safety and Health Management System, we ask the Rotary Club to appoint a Club Team Coordinator for the following:

- As per the attached Club Team Coordinator's Responsibilities
- Ensure that all volunteers have read and understand the Northern Region Donations in Kind Safety Induction
- Circulate the attached Volunteer Information Form to all volunteers for completion prior to commencing work on the Donations in Kind premises. This information is required and will only be used in case of an emergency.

If, for some reason, your Club is unable to assist, please notify the Administrator of Volunteers as soon as possible so this date can be re-allocated to another Club.

Thank you for your anticipated assistance.

Yours faithfully

Peter Collins

DIK Administrator of Volunteers