# Voucher Assistance Program Application

District 9700 / 9710 Rotary Australia World Community Service (RAWCS) Project 38-2018-19

This is an editable form.  Fill in the information and save it  with your Club Name

| Name of Rotary Club: | | | |
|---|---|---|---|
| Club Bank Account Name | | BSB: | Account No: |
| Committee Contact (Rotarian Chair): | | | |
| Club Contact Phone: | | Club mailing address: | |

| **Distributors Name/Organisation** To distribute vouchers where needed | Distributor phone | Distributor email | |
|---|---|---|---|
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| | | | |
| **Businesses Name** to Redeem Vouchers | Business phone | Business email | |
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*Please provide attached listing of additional participating businesses and contact details*

| **Funds requested from District :** Note: First allocation is… 100 - fifty dollar numbered vouchers ($5,000) | **$** |
|---|---|

**Approvals**

| Rotary Club President: | Approval by DDCC |
|---|---|
| Signature: | Signature: |
| Date: | Date: |

Please email completed form to  DGE John McKenzie  jmaconsulting@gmail.com

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## VOUCHER SYSTEM - District Role:

1. Provide instructions and guidance to clubs
2. Approve, Fund and Oversee club Drought Voucher programs
3. Produce sequentially numbered vouchers for clubs and electronically forward PDF files to the club contact, to be printed locally. Central voucher production will reduce the workload of clubs
4. Maintain a central distribution point of voucher numbers
5. Insure a consistency of voucher appearance and details throughout the districts
6. With club input, provide an accurate record of voucher redemption, expiry and/or loss

## STEPS FOR CLUBS IMPLEMENTING THE VOUCHER SYSTEM :

1. Establish a committee with a chairperson to act as club contact
2. Research within your area to find charities and Not for Profit organizations that will act as third party distributers to hand out vouchers to the farmers that need them. Charities and NFP organizations should have:
   a. *established and sound governance structures*
   b. *existing capacity to deliver services on the ground*
   c. *sound processes for determining eligibility and*
   d. *a practice of collaboration with other charities, community and/or govt organizations.*
3. Sign up Local Community Businesses to accept the vouchers.
4. Complete Voucher Application form (See page 1) with all details above and submit by email to District Drought Committee Chair (DDCC) for approval
5. Upon District approval, the first club allocation of $5,000 is transferred to the clubs bank account and the vouchers produced: It will include 100 - fifty dollar numbered vouchers ($5,000 in value) with club details printed in blue on vouchers (see sample) and will be electronically forward in PDF format to the club contact, to be printed locally. The number of allocations will depend upon need and availability of funds



6. Rotary Club provides numbered vouchers to previously approved third party distributors and records details (date and third party)
7. Third party identifies eligible recipients through files or questionnaires, based on financial need.
8. Third party distributes numbered vouchers to recipients, personally initialing each voucher (see "issuer" on sample) and recording date and recipient details
9. Recipient goes to local business and makes purchases to the value of the vouchers.
10. Business then send an invoice with original vouchers attached, to the local Rotary club.
11. Rotary Club makes payment via cheque or direct deposit to business.
12. Rotary Club emails redemption details to District.
13. Rotary Club reports quarterly to district on summary distribution and redemption activities

We recommend that the Rotary Club does not know the name of the voucher recipients. However, in the case of an audit, counterfeiting or duplication of a voucher, it will be necessary to contact the distributor and the recipient.

Voucher-Application-editable-form-for-clubs-Ver4c.pdf

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## Instructions to Voucher Distributor (third party)

The voucher distributers must agree to:

- Establish a key person to contact
- Not divulge to the public the names of the recipients
- Administer the vouchers in a secure, auditable and responsible manner and
- Record the voucher numbers when they receive them from the Rotary Club
- Record the recipient and date distributed for each voucher number,
- Record the name of the individual who signs and distributes the voucher to the recipient

## Instructions to Businesses to Redeem Vouchers

Local Community Businesses should be recruited to accept the vouchers. The business must assign an overseeing individual as the main person to contact. The conditions of the voucher are as follows:

*This Voucher entitles the bearer to goods/services to the value of $50. The voucher must be fully redeemed in a single purchase and at one of the listed participating businesses . This voucher cannot be used to purchase cigarettes, tobacco or alcohol. It cannot be exchanged for cash nor the unspent balance paid in cash.*

Business owners redeem the vouchers through the organizing Rotary Club. They forward an invoice and the vouchers to the club mailing address. The club pays the Business the face value of the vouchers, and forwards payment details to district.

## Instructions to be forwarded to Recipients

Please use the Vouchers as soon as possible. This gesture is a gift from Rotary Clubs over Australia and is intended to keep our rural communities and businesses alive for when better times return. We have strict guidelines which state that these funds must be spent in locally owned and run businesses and over 90 % of the funds donated to Rotary will be distributed. -Administration costs are held to a minimum.

| DGE John McKenzie | DG Margaret Hassall | David Post |
|---|---|---|
| 2018-19 District 9700 Governor-Elect | 2018-19 District 9710 Governor | Districts Drought Committee Chair |
| 04 0201 8318 jmaconsulting@gmail.com | 0413 309 506: hassall.m@bigpond.com | 0408 221 696 david@introspective.com.au |
| Orange North Rotary Club | Cooma Rotary Club | Wollundry Rotary Club |

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