



ROTARY AUSTRALIA
WORLD COMMUNITY SERVICE LTD



Rotary Donations In Kind

Shed 40, 400 Somerville Road West Footscray VIC 3012
(A Multi-District DIK Store)

Club Container Projects

BASIC FACTS 1

DONATIONS IN KIND

- **Identify** project
- Identify a need or **obtain request** for help
- Get a **"Wish List"**
- **Source** the goods
- Sort, repair and repack goods for export
- **Load** the container
- Organise receiving container and **distribution** of goods
- Complete **ALL paperwork**

BASIC FACTS 2

DIK Checklist

- Check on suitability of goods
- Best with **Rotary Club (Donor Sponsor) to Rotary Club (Recipient Sponsor)**
- Involve **all** Club members in sourcing and packing goods
- Get **written** confirmation for minimal costs of import duties
- Use a reliable shipping company
- Have funds available to cover **all** freight costs
- Check with your DIK District Co-ordinator

Over 25 years, we have developed a system that if followed, minimises the effort and risk for Rotary Clubs, if they adopt it for their projects. It is important to understand that you are exporting goods that have to comply with Australian law and the rules of the receiving country. The rules vary for each country. Unfortunately, no matter how great the need, there are some countries that will not provide the support required and for a range of reasons, we recommend, should not be considered. Remember, we prefer that a partnership be formed between a Sponsor Donor Club and a Sponsor Recipient Club. It's your project, but if you are not totally confident the goods will reach their destination, why risk it?

Recommended Procedure

1. Many requests for goods are based on what people think may be available and the specific area they are interested in. Supply them with the DIK Checklist and encourage them to think about all of the things they need that we may be able to supply and convert it into a **Project Wishlist**. Remember, we should supply what they want – not what we think they need.
2. Discuss what may be available with DIK and ask the recipients to request these items in writing. They also may need to get formal approval from the Government departments and find out the conditions that apply and any duties and charges.
3. Agree on who will take delivery of the goods, how you will get the goods released and delivered to the location. This is where a Sponsor Recipient Club is useful.
4. Consider the road conditions which may limit how the goods are shipped and the weather conditions, as this may influence timing.
5. Find out if there are times of the year that effect unloading. Examples: hurricane season, public holidays.
6. If requested, DIK will assist with help to obtain shipping costs. **At this point you should know the sizes of the container required, if you need to buy one, what you are allowed to export, the costs and preferred timing.**
7. This is the time to consider if you are likely to have spare space in the container and could ship goods for another party. If requested, DIK can suggest likely candidates.
8. If you are ready to proceed and have a shipping date in mind, arrange a meeting with DIK to discuss booking a shipping time. Your preferred shipping company will provide shipping dates and you can choose one that suits your timing and that fits with the Store shipping schedule. The Store has limited space and Clubs have to work together to maximise output. **Until a shipping date has been agreed, no goods for the project will be allocated from stock or accepted for storage.**
9. The Club donation to the shipping cost is now due.
10. Preplanning how you are going to load the container is essential and the Club needs to appoint a load master. If requested the Store will assist. Each item has to be detailed on the shipping manifest for Customs. You also need to think about where each item will fit in the load before you begin packing. The goods will be stacked 2.6m high and thought has to be given to what is fragile and what can go on the bottom. Using uniform size cartons will significantly increase the amount that can be shipped and will minimise the risk of damage.
11. There will be spaces in the load that may not suit your priorities and it is good practice to identify secondary items that are easy to adjust to the space available. Examples: Soft items, Clothes, Linen, Fabric, etc. in sturdy plastic bags. They can also be used for padding.
12. The Club is responsible to obtain the goods for their project, however there may be unallocated stock available from the Store.

13. The Club is responsible to prepare the goods for shipping and to load the container. If they have time available, the Store Volunteers may have time to assist, but this should not be assumed. For Clubs in remote areas and Tasmania, the Store should be able to arrange for another Club to be your partners in the project to handle the loading.
14. Someone has to be appointed by the Club to count what is loaded and to prepare the shipping manifest. With good preparation this is much easier. Cartons can be numbered and palletised in advance.
15. The load master controls the loading. Often this will be done with assistance from the Store.
16. When the container is loaded, the shipping documentation needs to be completed.
17. It's party time. Well done. The project should be a success.

If it's your first container project this may seem a little daunting, but hundreds of Clubs have done it before and a lot of help and encouragement is available. It will require some effort but when you see how many lives will be improved by your contribution. Your Members will be very satisfied by the result.

When considering a Container Project your first point of contact should be your District Donations In Kind Representative.

We look forward to assisting you with your project.

The DIK Team.

Your District DIK Representative, David Meller (Strathmore), District 9790 DIK Liaison Officer for DIK Inc. (Footscray), would welcome your call on Mobile: 0409 165 553.



Postal Address: PO Box 4139 West Footscray VIC 3012
Telephone: 0428 550 574
Email: dik.vic.rotary@gmail.com
Website www.rotarydik.org
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