



### **When is the Store Open?**

Tuesdays and Thursdays 9.00 am to 4.00 pm. Other times are by prior arrangement, subject to the availability of Store volunteers.

### **Who runs the Store?**

All staff in the Store are volunteers, both Rotarians and others. They donate their time to help Rotary Clubs with overseas and local community projects. The Store operates entirely on the availability of volunteers and their generosity with their time.

Laurie Fisher is the Store Manager, responsible that everyone on-site complies with regulatory OH&S requirements. The Store is legally a workplace with all personnel on-site required to always follow directions. All volunteers and visitors must ensure that they are safely dressed, particularly with practical, closed footwear.

### **How is the Store funded?**

The annual cost of operations is now approaching \$160,000. While this is a significant sum, expenses represent just 1.6% of turnover. A large contribution comes from a group of individual Rotary Clubs from several Districts who are sponsors of DIK, (These are the DIK Inc. Member Clubs.) These Clubs each contribute \$3,500 per annum on a rolling two-year commitment. Each of these clubs has made an ongoing commitment enabling DIK to operate. Many other Rotary Clubs donate what they are able.

The balance of funds necessary is raised from other Rotary Clubs and charitable organisations, (Client Clubs,) through fees charged for use of the Store. All clubs using the store pay through sponsorship or by fees. Many clubs incorporate DIK services, (collection, storage and shipping,) into their projects, some supported by Rotary Foundation Grants.

### **DIK Store Funding Contributions**

DIK is funded by the following:

- **DIK Inc. Clubs. Sponsors:** These Rotary clubs contribute \$3,500 per annum. This fee provides them access to store and ship goods.
- **Client Rotary Clubs:** Other clubs that wish to ship a container donate \$1,000 per container, providing access to space in the Store for an agreed period prior to the container shipping. Additional charges will apply if they need to store goods for an extended period. Client clubs who wish to obtain goods from the Store for a local project pay a donation by negotiation.
- **Other organisations:** These are charged the same as Client Rotary Clubs plus a fee for any goods they may require.
- **Goods storage:** If available, Clubs may be able to store pallets of goods. Fees by negotiation.

## From where are the goods collected?

DIK rely on Rotary Clubs to identify potential donations in their area and to coordinate collection of suitable material.

Goods are donated to the Store from many sources including corporations, hospitals, educational institutions, government and private donors. DIK management and Rotary clubs maintain many contacts with these organisations. Individual clubs also are a great source of suitable goods. The Store contains both goods collected for a specific Club project and other goods received awaiting allocation.

DIK provides a volunteer-run pick-up service for larger quantities and can collect goods by prior arrangement. Smaller quantities should be delivered by the donor or a Rotary Club.

## How are the goods distributed?

Goods are distributed to beneficiaries through Rotary club projects. A majority of goods in the Store are available to be allocated to Sponsor and Client Clubs for mainly overseas container projects, approved by their club boards.

DIK will often make goods available to Rotary Clubs free of charge, where a genuine need is demonstrated. DIK requests that Clubs who access free goods subsequently replace them so DIK can continue this service.

## How can my Club obtain goods for distribution?

- **Local community projects:** DIK maintain a standard procedure, where your club will initially contact the Store manager. When arrangements have been agreed, the Store management will advise and confirm the availability of goods and when they can be collected.
- **International projects–Shipping Containers:** Once the project has been agreed by the Club Board, Clubs will provide DIK with a wish list. Frequently the project and this wish list will have been discussed with DIK. They will have been advised what goods were likely to be available leaving the Club to source other material for the project.

## Container Shipping Procedure

The Store has limited space and on average ships between 1 and 3 containers each month. DIK will secure a shipping date before they can allocate space. When the Store receives project details, they will arrange a meeting with the Club Project Manager to discuss the project. When any issues have been resolved, a shipping company is engaged to provide details on available shipping and associated costs to be paid by the Club. DIK will then allocate space and agree suitable dates for storage, container availability and packing by club members. DIK are able to source the containers and arrange shipping details on behalf of the Clubs.

## Shipping to Timor Leste

The DIK West Footscray Store specialises in shipping goods to Timor Leste on behalf of Rotary Clubs throughout Australia. This arrangement allows other Stores to concentrate on other international destinations creating overall efficiency. The Store ships a container to Timor approximately every 6 weeks. There are no restrictions on the size of the shipment and the current shipping and storage charge is currently \$320/m<sup>3</sup>.



# How can my Club get involved?

There are many ways a Rotary club can get involved:

- Locate goods suitable for donation to DIK.
- Inspect potential donations located in your area.
- Arrange and volunteer to load donated goods to be shipped to the Store.
- Establish your club's own international service project, based on shipping and delivering goods available in the Store.
- Visit the Store. This is the best way to understand the process and see what goods are available.
- Consider arranging a Club or Cluster Meeting, or a working bee for members.
- Invite potential new members to your function at DIK. This is an excellent opportunity to demonstrate the power of Rotary.
- Involve other Rotary Clubs by suggesting potential projects to them or through joint club or cluster projects.
- Become a Sponsor Club or make a financial donation towards a current DIK project.
- Join the team that manages the Store including many roles that can be done from home.
- Contact the Store manager on (03) 9315 1544 for more information.



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