



### **When is the Warehouse Open?**

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

### **Who runs the Warehouse?**

All staff 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.

Colleen d'Offay is the Warehouse Manager, responsible that everyone on-site complies with regulatory OH&S requirements. The site 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.

Frank Dri is Logistics Manager, responsible for the collection and receipt of goods and for the despatch of goods overseas including procuring containers, scheduling the shipping and preparing all export documentation.

### **How is DIK funded?**

The annual cost of operations is now approaching \$180,000. While this is a significant sum, expenses represent just 2.1% 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, local distribution and shipping,) into their projects. Many club projects are supported by Rotary Foundation District and Global Grants.

Donations in Kind also charge equipment donors a pick-up fee to offset the expenses of collecting goods by truck. This fee is \$300 (metro) and \$500 (regional areas,) for a full truck load. This fee is significantly less than current hard-rubbish disposal cost.

## DIK Funding Contributions

DIK is funded by the following:

- **DIK Inc. Clubs:** These Rotary clubs contribute \$3,500 per annum. This fee provides them access to items in the warehouse together with administrative assistance and ship goods internationally.
- **Client Rotary Clubs:** Other clubs that wish to ship a container donate \$1,000 per 20ft container, providing access to space in the Warehouse 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 Warehouse 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.

## 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 with the Logistics Manager. DIK does not accept used clothing or footwear.

Goods are donated 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 in identifying suitable goods. The warehouse contains both goods collected for a specific Club project and other goods received awaiting allocation both locally and internationally.

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. Most of the goods in the Warehouse are available to be allocated to Clubs for both locally community projects and overseas container projects, approved by their club boards. DIK are increasingly distributing donated goods to local communities, especially mobility and medical equipment.

(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 Warehouse manager. When arrangements have been agreed, 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 Warehouse has limited space and ships on average between 1 and 3 containers each month. DIK will secure a shipping date before they can allocate space. When DIK receives project details, they will arrange a meeting with the requesting Club Project Manager to discuss the project. When any issues have been resolved, a shipping company is requested 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—usually this time frame is a maximum of two weeks. DIK will source the containers and arrange shipping details on behalf of the Clubs.

## Shipping to Timor Leste

DIK West Footscray 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 thereby creating efficiency.

DIK ships a container to Timor approximately every 6 weeks. There are no restrictions on the size of the shipment. The current shipping and storage charge is \$400/m<sup>3</sup>.

## Local Community Projects – Provision of Mobility Aids

DIK is increasingly supplying repurposed goods to Rotary clubs for local community projects. This is principally medical and mobility devices distributed to local aged communities. Clubs are invited to contact DIK when seeking goods for local distribution. If available, suitable clothing, shoes and sporting items can be distributed to homeless and other disadvantaged in the local community.

DIK always takes a proactive approach on repurposing goods. When we are informed about the specific needs of your project, we can more efficiently accept donations knowing they will be used properly.

## How can my Club get involved?

There are many ways Rotary and Rotaract clubs can get involved:

- Become a DIK Inc. member
- Establish your club's own international service project.
- Involve other Rotary and Rotaract Clubs in joint projects
- Locate and inspect goods suitable for donation to DIK.
- Arrange and volunteer to load donated goods to be transported to the Warehouse.
- Visit and arrange club meetings at DIK.
- Invite potential new Rotary and Rotaract members
- Make a financial donation
- Join the team that manages the Warehouse
- Introduce corporates who may volunteer
- Contact the DIK manager on (03) 9315 1544 for more information.



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