



## The Returned & Services League of Australia WA Branch Incorporated



# REMEMBRANCE DAY 2011 PACK

PO BOX 3023, ADELAIDE TCE PERTH WA 6832

Ph: (08) 9287 3799 Fax: (08) 9287 3732 Country WA Callers Only: 1800 259 799

E-mail: [rsllwahq@inet.net.au](mailto:rsllwahq@inet.net.au)

President: Mr W E (Bill) Gaynor OAM RFD

A CEO/State Secretary: Mr Gary J Sutherland OAM

### Poppy Day 2011

The Annual Poppy Day Appeal is to be held on Friday, 11 November 2011 in the Perth metropolitan area.

Please note **Friday, 11 November 2011 is the only day on which Poppies may be given out in the Metropolitan "streets" – this does not include shopping centres.** State legislation controls this; local Metropolitan Councils cannot overrule it. The rule does not apply to Country Sub Branch locations.

Sub Branches are reminded that money is collected on behalf of the **Trustees of the "Western Australian Aged Sailors, Soldiers and Airmen's Relief Fund Act 1932"** which enables welfare assistance to be provided to ex-servicemen and women, their widows and dependents.

The **"Western Australian Aged Sailors, Soldiers and Airmen's Relief Fund Act 1932"** is independent of the Returned and Services League of Australia WA Branch Incorporated and operates under the supervision of Trustees. The **"Act"** authorises the League and **NO OTHER BODY OR PERSON** to hold, manage and conduct the Poppy Day Appeal.

Should you require collection assistance from defence personnel, please contact ANZAC House on 9287 3799 and leave your contact details no later than Friday, 9 September 2011.

### Reminder – Poppy Orders

Poppy Day orders are being processed through Para-Quad Industries. Poppy Orders can be picked up from Para-Quad Industries, 10 Selby Street, Shenton Park from Monday 3 to Friday 7 October 2011 Phone No. 9381 0111.

### Financial Statements

Two copies of the Financial Statement Form are enclosed in this package. It is essential that the Financial Statement is completed and returned to ANZAC House, with half of the net proceeds of the collection, no later than Monday, 28 November 2011.

- Note: 1. Failure to lodge your Financial Statement by the due date may disqualify you from participation in future Poppy Day collections.**
- 2. If you cannot meet the return timeline, please do not participate in the collection.**

### Warning on Bogus Collectors

The Charitable Collections Advisory Committee has issued a warning that people have been volunteering to assist Charities with their Street Appeals but have failed to return the tins and donations.

**Please ensure that all collectors for your Sub Branch are known to you.**

### Street Appeal – Metro Sub Branches only

If your Sub Branch is to participate in the Perth City Collection or throughout the metropolitan area on Friday, 11 November 2011, please complete the attached form (page 5). [This form is to be returned to ANZAC House no later than Friday, 9 September 2011.](#)

### Public Liability Insurance

Sub Branches requiring a 'Certificate of Public Liability Insurance' need to ensure that their insurance has been paid to receive their 'Certificate of Currency'.

### Poppy Day Seminar - Metro SBs - City Collectors Only

A Poppy Day Seminar for Metropolitan Sub Branches collecting in the Perth CBD on Friday, 11 November is to be conducted at ANZAC House on Wednesday, 5 October 2011 commencing at 10.00 am in the Gallipoli Room.

The purpose of the Seminar is to allocate areas within the Central Business District to Metropolitan Sub Branches for sale of Poppies.

It is essential that Sub Branches nominate a member or a Proxy to attend. Should a representative not be in attendance your Sub Branch may not be allocated a place or places to sell Poppies. **If a representative or Proxy is not available please provide a letter containing details of your Sub Branches preferred Poppy selling locations so that it is not re-allocated to another Sub Branch.**

A Meeting Attendance Form is enclosed. Please ensure that it is completed and forwarded to ANZAC House **to reach the office no later than close of business on Friday, 23 September 2011.**

### Guidelines

Attached is information from the 'Charitable Collections Act and Regulations', which provides official guidelines to conduct collections. **It is the Sub Branches responsibility to ensure all collectors are fully conversant with its content.**

## STREET COLLECTIONS (REGULATION) ACT AND REGULATIONS

Street collections must be carried out strictly in accordance with the guidelines established for the conducting of such appeals.

1. Collections are only to be made upon the day, between the hours and within the area specified on the Permit issued.
2. Each person assisting or taking part in the collection shall have written authority in the form of an approval badge, signed by the person whom the Permit has been issued. Such signed badge shall be worn in a conspicuous position.
3. No person under the age of 16 years shall act as a collector, except with the authority in writing of the Minister.

In the interest of the welfare of children, no pre-school or primary school age children are allowed to participate in collections.

4. Each collection tin shall be sealed, consecutively numbered and issued by the person to whom the Permit has been granted. Change should not be given at any collection.
5. Each collection tin shall have prominently displayed the name of the fund for which the collection is being made and the date of such collection.
6. No payment or reward shall be given directly or indirectly, to any person or collector connected with the appeal, except such payments as are shown in the application made for the Permit and approved by the Minister.
7. **When issuing collection tins please impress upon collectors the necessity for the return of the tins direct to the collection point.**

On no account are collection tins to be taken home by any collector.



# POPPY DAY APPEAL

## FRIDAY, 11 NOVEMBER 2011



### ORDER FORM

The Returned & Services League of Australia WA Branch Incorporated  
PO Box 3023, Perth Adelaide Terrace, WA 6832

<b>Sub Branch:</b>	
<b>Delivery Address:</b>	

Please print in block lettering and indicate quantities clearly to avoid misinterpretation.

Qty	Item	Unit	Price	Total Cost
	Poppies (boxes of 500)	Box	\$75.00	
	Remembrance Day Plastic Bags	Each	\$1.50	
	Remembrance Day Poem	Each	\$0.50	
	Collection Containers *	Each	\$4.00	
	Collectors Cards *	Each	\$0.20	
	Container Lids *	Each	\$1.50	
	Wrappers for tins *	Each	\$1.00	

\* Please read "Street Collections (Regulation) Act and Regulations"

<input type="checkbox"/>	Please post the ordered items to the delivery address listed above			
<input type="checkbox"/>	The Sub Branch will collect the order between Monday 3 & Friday 7 October 2011 as indicated			
		Day	Date	Time

The orders are to be collected from:-

Para-Quad Industries, 10 Selby Street, Car Park No 4, Shenton Park WA 6008, Contact: Noel Bodey, Phone No: 9381 0111

### PAYMENT IS NOT REQUIRED WITH THIS ORDER FORM.

A Financial Statement is included in this package and must be completed post-collection and returned to ANZAC House with the relevant payment by **Monday, 28 November 2011.**

**Late or incomplete returns may disqualify you from future collections**

Signed on behalf of the Sub Branch

(Honorary Secretary)		(Date)

**Please return this Order Form to ANZAC House by close of business Friday 9 September 2011**

### FOR OFFICE USE ONLY

	Date	Name	Signed
Packed			
Collected			
Mailed			
Order Total	\$	Order Total	\$

## When can we collect?

Street collection permits are issued for the hours between 7.00 am and 6.00 pm. However, you can apply in writing to the Charitable Collections Advisory Committee to have the hours extended to 9.00 pm in the Perth and Fremantle CBDs, to take advantage of Friday late night trading.

## Where can we collect?

A street collection permit gives the holder the right to collect money from the public in any street, roadway, mall or lane in the Perth metropolitan area.

**The permit does not cover collecting on private property, such as shopping centres. In these cases, approval must be obtained from the owner or shopping centre manager to collect on their premises.**

## Collectors

People who collect on behalf of organisations must **WEAR A “CURRENT” IDENTIFICATION BADGE**, which show the name of the organisation. This helps prevent fraudulent operators from collecting money and also protects the reputations of legitimate non-profit organisations.

Collectors participating in a collection are not allowed to obstruct a public street or annoy any person using a public street.

**Under no circumstances are collectors allowed to be paid during a street appeal**

## Collection boxes

Collection boxes must:

- be securely sealed so that they cannot be opened or have money removed without the seal being broken;
- have the name of the organisation and the date of the collection clearly displayed on the collection box;
- be consecutively numbered, and a record must be kept of which boxes are issued to each collector.

## Can children collect during appeals?

Only children over 16 are allowed to collect during a street appeal. However, an application can be made in writing to the Charitable Collections Advisory Committee to use secondary school-aged children to collect during an appeal. Approval will only be given on the condition that such children operate in pairs, under adult supervision and they do not collect after 6 pm.

**Approval will not be given for primary school-aged children to participate in a street appeal.**

## Country Collections

Country members can collect any day and need to have approval from their shire. Country collectors must display **current collector identification cards**

*For further information please go to: [http://www.docep.wa.gov.au/charities/default.asp?id=cp/charities/types\\_collections/street\\_collections](http://www.docep.wa.gov.au/charities/default.asp?id=cp/charities/types_collections/street_collections)*

# FOR METRO SUB BRANCHES ONLY

## POPPY DAY STREET APPEAL

**FRIDAY, 11 NOVEMBER 2011  
PERTH CITY**



**Sub Branch:**

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will take part in the PERTH CITY Street Appeal

We wish to sell at the following locations in the Perth City:

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will not be taking part in the Perth City Street Appeal.

Please be advised that we have arranged to have a Poppy Stand at the following suburban sites, and will be selling poppies at the undermentioned local schools and hospitals:

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\_\_\_\_\_  
(Honorary Secretary)

\_\_\_\_\_  
(Date)

**Please return to ANZAC House no later than close of business on Friday 9 September 2011**

**By Post:**

The Returned & Services League of Australia  
WA Branch Incorporated  
PO Box 3023  
ADELAIDE TCE PERTH WA 6832

**Fax:**

9287 3732

*Or:*

**E-mail:**

[rslwahq@iinet.net.au](mailto:rslwahq@iinet.net.au)

# POPPY DAY SEMINAR



WEDNESDAY 5 OCTOBER 2011  
10.00 AM  
GALLIPOLI ROOM, ANZAC HOUSE  
PERTH

## ATTENDANCE ADVICE

The following Representative/s from the:

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Sub Branch will be attending  
the above Seminar.

Name of Representative/s: (please print)

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To confirm your booking please return Attendance Advice  
**BY CLOSE OF BUSINESS FRIDAY, FRIDAY 23 SEPTEMBER 2011**

By Post:  
The Returned & Services League of Australia  
WA Branch Incorporated  
PO Box 3023  
ADELAIDE TCE PERTH WA 6832

By Fax:  
9287 3732  
OR  
By Email:  
[rslwahq@iinet.net.au](mailto:rslwahq@iinet.net.au)



# POPPY DAY APPEAL

FRIDAY, 11 NOVEMBER 2011

## FINANCIAL STATEMENT

WA AGED SAILORS, SOLDIERS & AIRMEN'S RELIEF TRUST FUND



SUB BRANCH: \_\_\_\_\_

					\$	¢	OFFICE USE
Total Money collected from Sale of Poppies					<b>A</b>		
<b>Less:</b> Items purchased from State Branch (GST Incl.)							
	Qty	Each	=	\$			
Collection Containers		\$4.00	=				
Collectors Cards		\$0.20	=				
Containers Lids		\$1.50	=				
Poppies (box)		\$75.00	=				
Remembrance Day Bags		\$1.50	=				
Remembrance Day Poem		\$0.50	=				
Wrappers for tins		\$1.00	=				
Postage			=				
<b>TOTAL</b>			=				
Net Income <b>A - B =</b>					<b>C</b>		
One half of <b>C</b> = Amount kept by Sub Branch					<b>D</b>		
Amount to be paid over to State Branch <b>(D and E Amounts should be the same)</b> As at <b>D</b>					<b>E</b>		
Plus your purchases As per <b>B</b>							
Plus Voluntary Donation to RSL Welfare Fund							
<b>Total of your cheque = E + B + Donation (if applicable)</b>							

### TO COMPLY WITH STATE GOVERNMENT REGULATIONS

**This form and your cheque (made payable to RSL WA Branch Incorporated) or EFT deposit is to be returned to ANZAC House, PO Box 3023, Perth Adelaide Terrace, WA 6832 by MONDAY 28 NOVEMBER 2011**

**Failure to submit this Return by the due date will exclude your Sub Branch from future collections**

If you wish to deposit the money via EFT into the RSL WA State Branch Account our details are:

Account Name: The Returned & Services League of Australia WA Branch Inc

RSL WA Branch BSB Number: 016-104

RSL WA Branch Account Number: 423221884

Payment Description: (Sub Branch Name) - Poppies

### CERTIFICATION

- I hereby certify that the above is a true and correct statement of the Poppy Day Appeal conducted by this Sub Branch, and that our half-share of Net Income has been banked into our Amelioration Account.
- We have retained \_\_\_\_\_ Poppies that were not sold.

\_\_\_\_\_  
(Honorary Secretary)

\_\_\_\_\_  
(Date)