



# WCS DONATIONS - IN - KIND

## *Beneficiaries: Planning for Success*

### CHOOSE A PROJECT THAT WILL HELP PEOPLE HELP THEMSELVES

An ideal project is one that community members can maintain after the Rotary club is no longer involved. As part of the selection process, evaluate your resources, considering such factors as time, volunteers, availability of goods, and funds. Your project might be eligible for matching funds from [The Rotary Foundation](#); be aware of deadlines and submit your application in time for funds to be processed by your shipping date.

If this is your club's first donations-in-kind project, start small and seek advice from more experienced clubs. Choose a coordinator to organize your efforts, monitor progress, and serve as the contact person. Keep your WCS district chair and district governor informed of your plans; they may be able to provide helpful insight and assistance.

As a beneficiary, are you seeking goods or funds? Funds can be received more quickly, without import duties and problems with customs clearance. When spent locally, donated funds can also boost the economy.

If you decide to seek goods, be creative in your thinking. For example, do you need chairs or simply the tools and supplies to build them? Regardless of the type of goods you request, you must obtain estimates for shipping costs and import duties early in the process.

### LOCATE A PROJECT PARTNER

There are several ways to find a project partner:

- Review [ProjectLINK](#).
- Attend a Project Fair.
- Network at the Rotary International Convention and other meetings.
- Contact [International Service Programs staff](#) at Rotary International.

### CULTIVATE IN- COUNTRY PARTNERS

As you embark upon your project, build good relationships with customs agents and other government officials and obtain any necessary approvals from them — in writing, if possible. You should also establish contact with agencies that regulate the type of donation you are receiving. For example, if your club plans to import donated medical supplies, consult the health ministry. These contacts can alert your club to changes in import criteria.

### INVESTIGATE RESOURCE PARTNERS

Resource partners can offer practical advice in dealing with customs, transportation, and other logistics. For example, the organization [Global Hand](#) is a matching service that helps corporate and community groups partner with NGOs to transport appropriate goods to parts of the world where they are most needed. In addition to providing assistance with your current project, these organizations may open the door to future partnerships. For a list of resource organizations, go to the [RI Web site](#).

### RECRUIT VOLUNTEERS

Volunteers will commit more readily if they understand their roles, including the specific tasks involved and how long each will take. Also, inform volunteers of the overall project timeline at the outset. Common volunteer roles include sorting, inventorying, repairing, and transporting goods as well as translating correspondence. For assistance with heavy lifting, loading, and unloading, seek help from members of Rotaract, Interact, and Rotary Community Corps, as well as from local schools or sports teams. Appoint a volunteer coordinator to ensure that you have a sufficient number of volunteers.

<b>COMMUNICATE THE RECIPIENTS' NEEDS TO YOUR PROJECT PARTNER</b>	Be specific and selective when communicating the recipients' needs. Do not hesitate to tactfully explain which kinds of goods are suitable and which are not. Unless you are very clear about the needs, you run the risk of an overseas club soliciting, packing, and sending useless items.
<b>FIND STORAGE FACILITIES AND DOMESTIC TRANSPORTATION</b>	Choose a storage facility that is conveniently located to the sorting and distribution point. Make sure the facility has adequate security and that temperature, humidity, and level of environmental exposure are appropriate for the items. Arrange for domestic transport through an inland/domestic freight forwarder or a transportation company. Other low-cost transport options may be available through NGOs, local businesses, or government organizations.
<b>HANDLE CUSTOMS CLEARANCE AND IMPORT DUTIES</b>	<p>Obtain information about customs clearance and duty-free entry and make and confirm the necessary arrangements long before the donor ships the goods. Import duties can be extremely steep, and goods will not be released without payment. Hire a customs broker to determine the government-required documentation and obtain assistance with completing the necessary tasks. A customs broker may also help classify the goods, which determines the rate of duty. Because items may be classified more than one way, each with a different rate of duty, you'll want to classify them at the lowest possible rate.</p> <p>Remind your project partner that proper documentation is crucial. Without the right papers, shipments can get held up in customs for weeks, increasing the risk of theft.</p> <p>When the goods arrive</p> <ol style="list-style-type: none"> <li>1. Have a representative of your domestic transport company on hand to expedite customs clearance and guard the donation.</li> <li>2. Contact your project partner to let them know when the shipment has cleared customs.</li> <li>3. Transport the donation to an intermediate storage area or directly to the recipients.</li> </ol>
<b>DISTRIBUTE THE ITEMS</b>	Check the condition of donations and inspect them for travel damage. If necessary, repair the items to meet recipient needs or file insurance claims if they cannot be used. If any items are not appropriate, try to identify another recipient (your resource partner may be able to help with this) or arrange for their disposal.
<b>PUBLICIZE YOUR PROJECT</b>	Spread the word among local media as well as in club and district newsletters. Press releases should include project details and also stress how your project helps the beneficiaries, promotes Rotary ideals, and enhances international relations. Club and district public relations chairs may be able to help you work with local media. Good publicity will help build enthusiasm for the project and possibly even attract new Rotary club members.
<b>ASSESS, CELEBRATE, AND SHARE</b>	After the project is complete, take time to assess the strengths and weaknesses of your process. Make detailed notes of your accomplishments, recommendations for improvements, and the advice you would share with a new donations-in-kind coordinator. Forward a copy of these notes to the <a href="#">WCS coordinator at Rotary International</a> . Request a six-month follow-up report from your partner (see WCS Donations-in-kind Project Follow-up available via the RI Download Center). Be sure to thank everyone who assisted; let volunteers and donors know how their contributions have helped recipients.
<b>ENSURE THAT THE DONATION IS USED EFFECTIVELY</b>	Maintain contact with the beneficiaries. Assist as needed to help them learn to use, maintain, and repair the donation. Stay in touch with your project partners, keeping them informed about project success and discussing future joint efforts. After six months, complete the WCS Donations-in-kind Project Follow-up and share it with your project partner.