



2018 Poppy Appeal Order Form

RSL South Australia, Northern Territory & Broken Hill



Please complete the following form and return to RSL SA Branch by Friday 19th October 2018. Fax: 08 8232 0377 or email: marketing@rslsa.org.au

Office Use Only	Date Received:		Date Sent:		Tracking No#:	
Product	Type	Order Qty	Supplied Qty	Packed Initial	Returned Qty	
	Donation Poppy					
	\$2 Carded					
	\$5 Carded					
	\$10 Carded					
	\$20 Metal Carded					
	\$50 Metal Carded					
	\$3 Wrist Band					
	\$4 Bag Tag					
	\$5 Pen					

Sub-Branch _____

Contact: _____

Phone: _____

Delivery Address: _____

Collect from HQ: Yes No

Delivery Required: Yes No



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APPEAL PURPOSE: Poppy Appeal is a major fundraising activity undertaken by RSL SA to provide services, assistance and welfare to veterans and families. We appreciate Sub-Branch and members volunteering to collect donations from the public and businesses.

CHARITABLE COLLECTION: Poppy Appeal merchandise is purchased by RSL SA and supplied to Sub-Branches at no charge. The public and RSL SA expect that proceeds are raised for the Poppy Appeal, Charity Licence No. CCP3271.

ACCOUNTABILITY: RSL SA is required to exhibit proper diligence and accountability in all aspects of this appeal. Those controls are also incumbent on Sub-Branches and collectors as agents. Stock will be recorded out; surplus stock must be returned to RSL SA for monitoring; and raised funds forwarded.

Surplus stock may be kept over but must be paid for in the total amount remitted.

SUPPLIES: We request that you investigate all appeal items already stored within the Sub-Branch and place an order only for what you can feasibly use. Quantities are not limitless and excessive orders may be adjusted. Some items may vary slightly from the illustrations.

We suggest liaising with nearby Sub-Branches to possibly obtain stock from them or combining several Sub-Branch orders into one primary order. For better economy and to alleviate the workload on our volunteers we encourage Sub-Branches to canvass local schools and businesses and supply them instead of them dealing direct with State Branch.

Some Sub-Branches obtain non-appeal badgess. We ask that you consider including funds into your appeal returns as the public may perceive they are donating to a charity.

DELIVERY COSTS: To keep our costs manageable we encourage collecting orders from State Branch. To ensure your order is ready please check, and get our confirmation, that the order will be available for collection.

Experience shows that some Sub-Branches over-order quantities then return much of it. This incurs significant delivery costs and may prevent us supplying other Sub-Branches that could have raised funds had they received the stock.

Due to being uneconomical the delivery of small orders that do not even raise the cost of the poppies and postage will not be supplied.

FUNDS PAYMENT OPTIONS:

- Bank Transfer - For the latest details please contact Accounts Department: 08 8100 7309; accounts@rslsa.org.au
- Cheque made payable to RSL SA/NT, posted to RSL SA State Branch (address below)
- Cash may be brought to RSL SA State Branch office. No bulk coins please. Please convert coins to notes to assist processing.

Returned & Services League of Australia (SA Branch) Inc.
ANZAC House, Torrens Training Depot, Victoria Drive,
ADELAIDE SA 5000
Ph: 08 8100 7300 www.rslsa.org.au admin@rslsa.org.au