



PROBUS CENTRE - SOUTH PACIFIC INC.

Dear Secretary

Enclosed is our annual mail out to all accredited Probus Clubs for the year **2010 – 2011**.

We request that these forms be retained by the secretary or treasurer to be completed and returned to Probus Centre following your Annual General Meeting prior to 30 April, 2010.

- **Probus Centre Records, Directory Update and Statistical Information** - ensuring your club details are recorded correctly to expedite the printing and delivery of the Annual Probus Directory and to assist Probus Centre and Rotary in the development and strengthening of the organisation. Please take special care in recording email addresses.
- **Insurance & Administration Capitation Contribution – Pro Forma Invoice** - required to record correct club membership numbers and to administer insurance coverage.
- **Annual Probus Directory - Pro Forma Invoice** - clubs receive one free copy but may order additional copies.
- **PROBUS – the magazine - Pro Forma Invoice** - required to record correct number of subscriptions for the flagship publication – the official Probus magazine - *six issues per subscription*.

ONE cheque made payable to Probus Centre – South Pacific Inc.

Forms received after the deadline run the risk of out of date details being listed in the directory and late delivery of **PROBUS – the magazine**. You will note on the forms that there is a space for your club number – this is the number that appears on your envelope and above your club name in the Annual Probus Directory. It would be appreciated if this number were used on **all** communications, to identify clubs with similar names (different gender) and to facilitate accurate processing of information.

For inclusion in the directory, Probus Centre requires contact details for the President and Secretary. To expedite offers from sponsors and advance notice of special events including the annual Probus Rendezvous we require contact details of your Tours Officer. To facilitate advance notices of upcoming events and happenings we require details of your Probus Liaison Officer with an **email contact**.

Probus Centre - South Pacific Inc. requires all completed forms by 30 April 2010

ADMINISTRATION MATTERS

The Probus Centre operates Monday to Friday each week (9.00am to 5.00pm EST).

If you wish to contact the office – Australia Toll Free 1800 630 488 OR (02) 9806 0100,

Fax: (02) 9633 4779 (*Messages may be left and your call will be returned as soon as possible.*)

E-mail: probus@probus.com.au

Web Site: www.probus.com.au

PROBUS – the magazine

- Editorial copy, subscriptions and enquiries to Probus Centre – South Pacific Inc.

PROBUS MERCHANDISE – RDU Merchandise and Promotions

Tel (02) 9897 3118 Fax (02) 9637 8052 (no toll line access)

Email: supplies@rotarydownunder.com.au

Order on line www.probus.com.au and click onto Probus Merchandise

Mailing address: Post Office Box 9368, Harris Park NSW 2150 Australia

Office - 60 Prospect Street, Rosehill NSW 2142 (no showroom)

NOTICE OF ANNUAL FEES 2010-2011

To assist clubs in budgeting and fee setting for next year Probus Centre is providing advance notice of the annual fees for year **2010-2011** for which payment is due by **30 April 2010** following your Annual General Meeting.

Administration \$2.00 per member (including Honorary and Life Members)
Comprehensive Insurance \$3.00 per member (including Honorary and Life Members)
(Non Active members are not included in your member count)

PROBUS INFORMATION DAYS 2010

If your club would like to host this event (usually held in the months of April/May) or if your club new office bearers and interested members would like to attend this event please contact PCSP or your Rotary District Probus Chairman listed in the Probus Annual Directory.

INSURANCE

Comprehensive Cover

The comprehensive insurance fees have been determined in line with industry forecasts. Summaries and 'Certificate of Currency' are available on request from PCSP or may be downloaded www.probus.com.au

Public Liability

Public Liability cover for personal injury or property damage - \$20M.
Probus Centre preserves the 'Insurance Reserve' for 100% of the Public Liability excess component on property damage, which is available, 'at call', to clubs in the event of claims requiring the payment of the excess component.

Personal Accident

Personal Accident cover is extended whilst attending Probus meetings and/or official activities including direct travel to and from such activities. Travel directly means to travel to and from the insured persons normal place of residence or normal place of employment and shall include any minor deviations or interruptions which no way increases the risk of injury that should have normally arisen had the person travelled without deviation or interruption. Age limits apply up to 100 years.

Association Liability

Office Bearers Liability, Association Liability, Professional Indemnity and Fidelity Guarantee - \$5M

PCSP In-House Money Cover

Club monies must be banked **within two working days**.
Claims limit - \$5,000.00 with an excess component of 10% of each claim.
Initial notice of a loss, likely to give rise to a claim on Money Cover policy should be made to **PCSP** - Toll Free 1800 630 488 or Tel: (02) 9806 0100 Email: probus@probus.com.au
A claim form will be supplied.

Petty Cash

Clubs may resolve to hold limited club monies as petty cash. This money shall be covered under the money cover policy as long as the petty cash remains in the custody of the Treasurer or the Secretary. (Under lock and key)

Report - Injuries and Accidents

Notice of any club or association activity resulting in an accident or injuries should be reported to **PCSP in the first instance**.

Toll Free 1800 630 488 or Tel: (02) 9806 0100, Email: laurarussell@probus.com.au

OR by correspondence to PO Box 1294, Parramatta NSW 2124

The matter will be logged in PCSP Insurance Register. If necessary a claim form will be provided. See insurance summary for cover. All claims must be actioned within twelve months from the date of the incident.

*****EXCEPTIONAL VALUE - PCSP OPTIONAL TRAVEL INSURANCE – OFFICIAL CLUB TRIPS *****

For colour brochure and more information call Probus Centre Toll Free 1800 630 488 or (02) 9806 0100 Email: laurarussell@probus.com.au

SPECIAL OFFER PROBUS CLUB PROPERTY INSURANCE

Underwriter QBE - Contact AON Risk Services – Toll Free 1800 786 682 – please ask for Alex Dimitrijevic or Adam Power \$1,000 - \$2,000 or \$5,000 cover.
Summary available on request. *conditions apply

SPECIAL OFFER TRAVEL INSURANCE FOR INDEPENDENT PROBUS TRAVELERS

Contact Trade Travel – Toll Free 1800 034 439 or 1800 645 103
International or Domestic Insurance - 20% discount off brochure price.
Trade Travel package plus insurance – 25% discount off brochure price.
*conditions apply



QBE

OFFER TO INDIVIDUAL PROBUS MEMBERS

Insurance; home, motor, valuables, landlords building and CTP (NSW only) through a referral program via an on-line portal from Probus web site. www.probus.com.au This arrangement may provide the Probus organization with an income stream through a commission based arrangement.

OFFICIAL PUBLICATION – PROBUS – the magazine

2010-2011 **PROBUS** - the magazine is published bi-monthly – 80 colour pages - six issues at an annual subscription rate of \$6.00

Please support the Probus organisation by encouraging members to subscribe to - YOUR OFFICIAL PUBLICATION.

Please consider incorporating the magazine subscription fee into your member's annual club fees.

Keep members informed by making the magazine a focal point at your club meetings. Utilize the magazine for membership development by placing additional copies in waiting rooms within the broader community – *spread the word on PROBUS.*

Remember **PROBUS** – the magazine is the flagship publication for the Probus organisation in Australia. No other Probus publication in Australia generates funds which are shared by members of the entire organisation. These funds assist Probus Centre to offset administration costs; provide literature and resource material and to develop programs and strategies to assist clubs with club management.



Regular Feature - **AIR ADVENTURE AUSTRALIA PUZZLE PAGE**

PROBUS NATIONAL PHOTOGRAPHIC COMPETITION – The photographic competition has received sensational support and interest from Probus members throughout Australia. The bonus is the opportunity to win bi-monthly prizes and possibly to be one of the grand finalist to be announced in February 2011. Prizes valued at \$15,000.00

PAUL HENNINGHAM LITERARY AWARD – The annual award will be presented to a member of Probus for “a literary contribution of outstanding merit” published in **PROBUS** – the magazine, which in the opinion of the judging panel, best exemplifies the “True Spirit of Probus”.

[CONTACT PCSP FOR FURTHER INFORMATION RELATED TO THESE TOPICS](#)

Australia Toll Free 1800 630 488 or (02) 9806 0100 OR Email: laurarussell@probus.com.au.
Credit Card payments accepted. (Visa and MasterCard only)

[PROBUS AWARENESS PROGRAM](#)

PCSP Board in their strategy to promote Probus continues to list PROBUS in the white pages and on the Internet in capital cities and some regional areas in Australia and New Zealand. All calls received will be directed to the PCSP toll free number and enquiries will be forwarded to Probus club secretaries. PCSP provide promotional leaflets and a complimentary copy the **PROBUS – the magazine**.

[GUEST SPEAKERS LIST](#)

State based speakers list are available on request.

[CLUB WEB SITE HOSTING](#)

One off fee of \$90.00 to establish your club web site on www.probus.com.au

[PROBUS PROMOTIONAL JINGLE WITH VOICE OVER](#)

Probus Centre has commissioned a *Probus Jingle* and voice over for air play on community radio. Complimentary copies are available to clubs on request.

[PROBUS PROMOTIONAL DVD](#)

A promotional DVD has been developed to assist with membership development at club level, Probus interest meetings, Rotary clubs and conferences. May be utilized in sporting or social clubs and shopping centers where there are closed circuit televisions. Complimentary copies are available to clubs on request.

[RESOURCES](#)

Complimentary resource material available on request includes;
Probus posters, Probus balloons and Probus promotional and information leaflets.
Probus Club Hand Book and Probus satchels are available for purchase.

[THE PROBUS STORY 1974 – 2006 by Paul Henningham](#)

This book very briefly traces the Antipodean Probus story from its British antecedents to the present day, some 32 years after its appearance in New Zealand and 30 years after the first club was formed in Australia. **Limited edition \$6.00 per copy includes postage and handling.**

[PROBUS COLLECTORS STAMP SHEET – 1976 - 2006](#)

Probus collectors stamp sheet – limited edition – celebrating 30 Years of Probus in Australia
\$10.00 per sheet – *would also make an ideal Guest Speakers gift.*

[FUTURE PROBUS RENDEZVOUS](#)

Submissions and expression of interest from individual Probus clubs or a group of Probus clubs will be accepted annually in accordance with PCSP Rendezvous Guidelines.

A *How to Host a Probus Rendezvous Manual* is available on request.

[PROBUS RENDEZVOUS – Darwin Northern Territory – 29 August to 3rd September 2010](#)

Colour brochures have been sent to all clubs. Additional copies on request or download from www.probus.com.au

Trade Travel and Air Adventure Australia have put together some fantastic pre and post tours to compliment Rendezvous week.

Enquiries and bookings – Within Australia Toll Free 1800 758 455

Email: darwinrendezvous2010@probus.com.au

General enquiries Darwin Rendezvous Secretary Eean Thorne – (08 8976 0339) or

Email: eean.thorne@skymesh.com. Register early for the early bird prizes!

SPONSORS

Trade Travel, specialist individual and group tour operators Australia and world-wide.
Trade Travel has over 380 network partners providing Probus clubs and members many attractive offers and opportunities for travel and adventure.

Don't miss **Trade Travel's** regular prize page in **PROBUS – the magazine** – a new format with coupon entry for an opportunity to win major prizes over each two issues of the magazine.

For more information please call Trade Travel - Toll Free 1800 645 103
Or Email: groups@tradetravel.com or groupsvic@tradetravel.com

Trade Travel has just launched an exclusive "Group Leader" login on their website. Once you register you get access to exclusive specials and benefits only for the group and tour co-ordinators. There is also information on Familiarisation and exciting new destinations. You can also win prizes ranging from a dozen bottles of wine to a \$1000.00 Trade Travel credit!
There is information on upcoming events and much more.

Logon to www.tradetravel.com and click on Group Leaders to Register.

Grand Pacific Tours, specialists in New Zealand luxury coach holidays.

Grand Pacific Tours continues to be a tremendous supporter of the Probus organization providing an extensive range of tours that cover the traditional touring routes throughout New Zealand and also a range of special interest tours. Grand Pacific Tours offers an "all inclusive" style of touring that represents the best value for money and includes the highest quality standard of product.

Watch for the locations of **Grand Pacific Tours** Gold Class Coach Experience New Zealand days.
For more information please call Grand Pacific Tours – Toll Free 1800 622 768
Mark Windsor – Mobile 0423 606 924 or Email: mark@grandpacifictours.com.au

Business Development Managers are available as 'guest speakers'.

www.grandpacifictours.com

Is your club, interest group or association hosting a special event next year?

District Conference * Picnic Day * Bowls Day * Information & Friendship Day
PCSP Corporate Sponsors would welcome the opportunity to assist make your event a great success!

All sponsors receive an invitation to attend and participate at annual Probus Rendezvous, Probus District Conference, Probus Information Days and Friendship Day events.
Their representatives offer their services to clubs as guest speakers and to also provide feature articles of special interest for publication in Probus official publications.

Please do not hesitate to contact me, if you have any questions regarding these forms or the information enclosed with this correspondence.

With kind regards and best wishes for continued Probus goodwill and fellowship,

Yours in Probus Service,



Pat Atkinson, General Manager

November 2009