



## **PROBUS CENTRE - SOUTH PACIFIC INC.**

Dear Secretary

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

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

- **Probust Centre Records, Directory Update and Statistical Information** - ensuring your club details are recorded correctly to expedite the printing and delivery of the Annual Probust Directory and to assist Probust Centre and Rotary in the development and strengthening of the organisation. Please take special care in recording email addresses.
- **Public Liability/Money Cover Insurance & Administration Capitation Contribution Pro Forma Invoice** - required to record correct club membership numbers and to administer insurance coverage.
- **Annual Probust Directory - Pro Forma Invoice** - clubs receive one free copy but may order additional copies.
- **ACTIVE** magazine order form - required to record correct number of quarterly magazines.

**ONE cheque made payable to Probust 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Forms received after the deadline run the risk of out of date details being listed in the directory and late delivery of **ACTIVE** magazine.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 Probust 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, Probust Centre requires contact details for the President and Secretary. To expedite offers from sponsors and advance notice of special events including the annual Probust Rendezvous we require contact details of your Tours Officer. To facilitate advance notices of upcoming events and happenings we require details of your Probust Liaison Officer with an **email contact**.

**Probust Centre - South Pacific Inc. requires all completed forms by 30 April, 2010**

### **ADMINISTRATION MATTERS**

The Probust Centre operates Monday to Friday each week (9.00am to 5.00pm Australian EST). If you wish to contact the office Toll Free 0800 14776 287 or Tel: + 61 2 9806 0100, Fax: + 61 2 9633 4779 (Messages may be left and your call will be returned as soon as possible.) E-mail: [probust@probust.com.au](mailto:probust@probust.com.au) Web Site: [www.probust.com.au](http://www.probust.com.au)

### **ACTIVE MAGAZINE**

- Editor Meagan Jones Email: [meagan@imediacorp.com.au](mailto:meagan@imediacorp.com.au) Tel: + 61 7 5535 0714
- Editorial Copy to: Active Magazine, 2/1-3 Fleay Court, Burleigh Heads QLD Australia
- Subscriptions and enquiries to RDU Parramatta  
Email: [francescampbell@rotarydownunder.com.au](mailto:francescampbell@rotarydownunder.com.au) or Tel: +61 2 9633 4888

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Probust Centre – South Pacific Inc.  
Post Office Box 1294, Parramatta NSW Australia  
Toll Free within New Zealand 0800 14776 287 or Tel: +61 2 9806 0100 Fax: +61 2 9633 4779  
Email: [probust@probust.com.au](mailto:probust@probust.com.au) Home Page: [www.probust.com.au](http://www.probust.com.au)

**PROBUS MERCHANDISE** – RDU Merchandise and Promotions

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

Email: [supplies@rotarydownunder.com.au](mailto:supplies@rotarydownunder.com.au)

Order on line [www.probus.com.au](http://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	NZ\$2.00 per member (including Honorary and Life Members)
Public Liability/Money Cover Insurance	NZ\$0.15 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**

**Public Liability**

Public Liability cover for personal injury or property damage - \$1M.

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.

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](http://www.probus.com.au)

**PCSP In-House Money Cover**

Club monies must be banked **within two working days**.

Claims limit - AUD\$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 0800 14776 287 – Email: [probus@probus.com.au](mailto:probus@probus.com.au) A claim form will be provided.

**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 damage to property or injuries should be reported to **PCSP in the first instance**.

Toll Free 0800 14776 287 or Tel: +61 2 9806 0100 Email: [laurarussell@probus.com.au](mailto:laurarussell@probus.com.au)

OR by correspondence to PO Box 1294, Parramatta NSW 2124 Australia

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 – PROBUS OPTIONAL TRAVEL INSURANCE – OFFICIAL CLUB TRIPS \*\*\*\*\***

For colour brochure and more information call Probus Centre Toll Free 0800 14776 287

Email: [laurarussell@probus.com.au](mailto:laurarussell@probus.com.au) or download summary from [www.probus.com.au](http://www.probus.com.au)

Tour Leaders are encouraged to consider this travel insurance cover over other commercial cover offered by travel agents and to provide each trip participant with a colour brochure, which details the cover available, claims process, credit card facility for payment, Policy Number and contact details for ACE Assistance worldwide emergency.

It is necessary for completed application forms and fees to be received by Probus Centre **PRIOR** to the final payment being made to a third party, i.e. airline, coach company, accommodation.

The Optional Travel Insurance policy includes cover for: medical expenses, cancellation and curtailment expenses, loss of baggage and waiver for pre-existing conditions.

**AGE LIMIT - 100 YEARS** \* *conditions apply*

Additional benefits include; deprivation of baggage \$2,000, increase in Personal Liability to \$5M and Political Evacuation.

For those with pre-existing medical conditions:

- The traveller must obtain approval from their doctor advising they are fit to travel.
- The Insured Person cannot travel solely for the intention of having treatment for an existing medical condition.
- The policy will not cover expenses incurred for any medication for a condition which commenced prior to the commencement of the journey and which such medication the Insured Person has been advised to continue during travel.

**Fee Structure effective 1 January 2010**

**Domestic (within New Zealand)**

**NZ\$100.00 per person, per trip**

**World-wide**

**NZ\$149.00 per person, per trip**

In conjunction with PCSP Optional Travel Insurance – extension for independent travel NZ\$20.00  
Credit Card payments accepted - Visa and MasterCard

**The continuation of this policy is reliant on usage and is seen as a service to Probus clubs and their members.**

**INSURANCE SPECIAL OFFER** to individual Probus members – via web site portal

[www.probus.com.au](http://www.probus.com.au) or for a quote [www.advisor.aon.co.nz](http://www.advisor.aon.co.nz) or to speak to an AON *stylecover* team member Toll Free 0800 50 51 52 – when calling please identify yourself as a Probus member.

**OFFICIAL PUBLICATION – ACTIVE magazine**

Keep members informed by making the magazine a focal point at your club meetings. Encourage members to enter the Photographic Competition – some great prizes on offer. For those members who submit articles they may be in the running for the Gordon Roatz Literary Award – put the challenge out to all your creative writers in the club. Utilize the magazine for membership development by placing additional copies in waiting rooms within the broader community – spread the word on PROBUS.

**ACTIVE** magazine is the flagship publication for the Probus organisation in New Zealand.

## **CONTACT PCSP FOR FURTHER INFORMATION RELATED TO THESE TOPICS:**

New Zealand Toll Free 0800 14776 287 or Tel: + 61 2 9806 0100 Email: [laurarussell@probus.com.au](mailto:laurarussell@probus.com.au)

### **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 ACTIVE magazine.

### **GUEST SPEAKERS LIST**

New Zealand based speakers list is available on request.

### **CLUB WEB SITE HOSTING**

One off fee of NZ\$90.00 to establish your club web site on [www.probus.com.au](http://www.probus.com.au)

### **PROMOTIONAL VINYL BANNERS**

Special discounted price of NZ\$35.00 including postage.

### **PROBUS PROMOTIONAL JINGLE WITH VOICE OVER**

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

### **RESOURCES**

Complimentary resource material available on request includes; Probus posters, Probus balloons, Probus promotional information leaflets, Policy templates and power point presentations. Probus Club Hand Book and 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 NZ\$6.00 per copy includes postage and handling.**

### **FUTURE PROBUS RENDEZVOUS**

Submissions and expression of interest from individual Probus clubs or a group of nominated 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 3<sup>rd</sup> September 2010**

Colour brochures have been sent to all clubs. Additional copies on request or download from [www.probus.com.au](http://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](mailto:darwinrendezvous2010@probus.com.au)

General enquiries Darwin Rendezvous Secretary Eean Thorne +61 8 8976 0339 or

Email: [eean.thorne@skymesh.com.au](mailto:eean.thorne@skymesh.com.au) Register early for the early bird prizes!

## **SPONSORS**

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

For more information please call Trade Travel - Toll Free 0800 443 044  
Sue Grady Email: [sue@tradetravel.com](mailto:sue@tradetravel.com)

Business Development Manager Sue Grady would welcome an invitation to come to your club as a 'guest speaker'.

**Trade Travel** has 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 \$1,000.00 Trade Travel credit! There is information on upcoming events and much more.

Logon to [www.tradetravel.com](http://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 Mystery Tours.  
For more information please call Grand Pacific Tours – Toll Free 0800 444 673  
Mark Windsor – Email: [mark@grandpacifictours.com.au](mailto:mark@grandpacifictours.com.au)  
Business Development Managers are available as 'guest speakers'.  
[www.grandpacifictours.com.au](http://www.grandpacifictours.com.au)

### **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