



Sundries Policy

SECTION 1 PROMOTION SHIRTS

- Promotion Shirts incorporate two different shirts – business (BS) and chambray (CS)
- Both shirts shall only be worn by Management Board Director and employees at;
 - Public where promotion of DSRQ is prominent.
 - Meeting with key Government departments where promotion of DSRQ is prominent.
 - Meeting with key SSO/DSSO/NSO/DNSO.
 - Events/venues both organised and sanctioned by DSRQ.
 - Any venues/meetings so determined by the Management Board from time to time.
- At no time, shall the shirts be worn where the reputation of DSRQ is likely to be affected.
- Care must be taken to ensure the shirts remain in good condition during the term of board and employment. This includes the responsibility to wash and iron.
- All shirts shall be returned to office upon resignation of the Management Board Director and termination of employment.
- Increase of loss through proven negligence and/or breach of policy, the cost shall be paid at 75% of original cost.

SECTION 2 VISUAL AID EQUIPMENT

- Visual Aid Equipment refers to property of DSRQ for the purpose of aiding presentation and training for Deaf People in the course of DSRQ business.
 - Data Projector
 - Laptop Computer
 - 2.4 x 2.4 Screen
 - Panasonic DV Camera
- The Management Board directors and employees of DSRQ reserve the prior rights to use the equipment in the promotion of the objectives of DSRQ and its projects.
- Each Board director and employee should, at early stage, familiar himself/herself with the operation of the equipments. Instruction manual shall be kept at the office at all times and can be accessed by the said person/s.
- The equipment shall be used for
 - Management Board Meeting
 - Representative Meeting
 - Annual General Meeting
 - Workshop organised by DSRQ

- Events organised by Deaf Sports and Recreation Queensland
- The equipment may be hired out to its affiliated association members, providing the following conditions are met;
 - Proposed event approved by DSRQ, except for an event where high risk of damage or theft is likely.
 - Management Board or staff of DSRQ is present to operate the equipment except for overhead projector.
 - All damages while on hire shall be boreed by the hirer.
 - Agreement on coverage of damage shall be prepared and signed by the hirer and witnessed by one of DSRQ staff.
 - A deposit shall be required by the hirer the amount shall be determined by the office depends on event, duration and conditions.

SECTION 3 BEQUEST and DONATION

- As Deaf Sports and Recreation Queensland is a charity and its roles in promotion of Deaf sports and recreation as mean to quality lifestyles depend on continual generous of public. Donation and Bequest are two ways to make this possible.
- Donation Form is prepared for this purpose and all donations over \$2.00 shall be issued with tax invoice/receipt bearing ABN and DGR number of the association.
- Deaf Sports and Recreation Queensland suggest the following wording be used in preparation of wills with assistance of a solicitor.
- "I bequeath to the Deaf Sports and Recreation Queensland, Inc the sum of \$ _____ free of all duties for the purposes of the association and the receipt of the Board Treasurer, shall be a sufficient discharge for the same".

SECTION 4 CREDIT CARD USAGE

- Deaf Sports and Recreation Queensland Visa Card shall only be used in the course of DSRQ business.
- Credit card shall act as petty cash in the payment of
 - Telephone bill
 - Postage
 - Printing-DeafNews and other items
 - Petrol
 - Refreshment for events organised by DSRQ.
- State Administrator shall be permitted to organise payment by credit on the above items, providing the ample balance allows for the payment.
- Payment for major items other than above shall be authorised by Board Treasurer. Such payment may but not limited to
 - Airfares
 - Event booking
 - Regional expenses
- Care shall be taken to ensure that there are sufficient funds to cover for major items within a given month.