

# Policy 1016 Alert Chairs Guide to Emergencies, and Natural Disasters

(Example of a guide to be sent to Participating clubs.)

District 202E

Damage, and Recovery Phase.

## **Background.**

As a result of two weather events the Lions Clubs of Motueka, Richmond and Nelson have been coordinating the efforts. The main point of contact has been Mike Brown from Motueka Lions Club. An emergency grant of \$10,000 was received from the LMLCCT and other funds have been donated locally. These funds have been distributed during the emergency phase.

## **Recovery Phase**

We have now moved into the Recovery phase with the Students Army and other agencies helping. As part of the lions Clubs International fund distribution which is held in the Lions Clubs District 202E Trust account the distribution of fund has now to be approved by the trustee, as part of our process of accountability.

## **Line of Communication**

The Alert Chair Paul O'Connor ([paul.oconnor@xtra.co.nz](mailto:paul.oconnor@xtra.co.nz)) will be the direct liaison between the Treasurer Motueka Lions Clubs Doug Satherley ([dsatherley@xtra.co.nz](mailto:dsatherley@xtra.co.nz))

These funds as at now stand at about \$50,000 and will be distributed to the region. They cannot be used for any other project or need. They will all be spent on recovery for the Communities most affected.

## **Payment of Services and supplies.**

Where possible all transactions should be on invoice, made out to **the Lions 202E Charitable Trust. 03-0703-0036114-00** as the GST can be claimed by the 202E Trust Account and enables the monies to go further. Suppliers Bank account details required.

## **Process.**

1. Accounts for payment sent to Alert chair.

2. Approval sought by email and phone for payment from trustees
3. 202E Treasurer ([202E.treasurer@lionsclubs.org.nz](mailto:202E.treasurer@lionsclubs.org.nz)) will transfer monies into supplier's accounts.

**Eligible Expenses**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. First Aid supplies</li> <li>2. Relief kits including toiletries and personal hygiene supplies.</li> <li>3. Infant needs</li> <li>4. Food for meals</li> <li>5. Torches /lighting</li> <li>6. Water supplies.</li> <li>7. Shelter Tarps</li> </ol> | <ol style="list-style-type: none"> <li>8. All bedding supplies</li> <li>9. Clothing</li> <li>10. Debris Removal</li> <li>11. Cleaning Supplies, eg. Tools gumboots</li> <li>12. Minor repairs to vital facilities,</li> <li>13. Equipment and supplies for short term relief</li> </ol> |
|---|---|

**Non Eligible Expenses**

1. Individual Cash/ Gift Card / Vouchers. (Best if arrangement with Mitre ten changes to Items signed for on Account and Invoice.) But if too hard to change and you are happy with the accountability with current system. Use it.
2. Replacement of household goods and appliances.
3. Provision of Hotel or Motel accommodation.
4. Relocation expenses of displaced people
5. Purchases of gasoline. (I believe that we need to monitor Diesel used in clearing of debris removal)
6. Medical expenses for personnel
7. Supplies and services to animals
8. Expenses in relation to Transportation of Lions volunteers coming to region
9. Expenses in transportation of donated goods.

Paul B. O'Connor M.B.E. (Mil)  
 202E Alert Chair  
 Lions Clubs International

<b>Date</b>	<b>Amendment made</b>	<b>Admin Cmte Actioned</b>	<b>Remarks</b>
19 July 2025	Created to get all on the same criteria	To be Agreed at the August Admin Cabinet meeting	
29 Nov 25	Went through the criteria above	The Admin committee accepted the policy	Will need to be kept current.