

HOW TO SUBMIT REQUESTS TO GIVIT

GIVIT does not accept requests directly from individuals.

All requests must come via recovery agencies, registered charities and community organisations.



Step 1 When meeting with people impacted, ask them what essential items they need to support their recovery, eg. school shoes, bed, fridge, washing machine, vouchers for fuel and groceries.



Step 2 A GIVIT request form must then be completed by you as the recovery agency representative. *Complete all sections of the form to make sure that the right item is provided.



Step 3 Submit the completed form to your recovery agency office to be uploaded to the GIVIT website portal.



**Requests from recipients who are not ready to receive donated items immediately (eg waiting for house repairs to be completed) should be submitted to your agency's office and held without submitting to GIVIT, until the recipient advises suitable delivery timing.*



How to manage unrequested donations or questions on how to donate

- To ensure a coordinated approach to getting donations exactly where and when they are needed, it is really important that goods are not sent into affected areas without first being asked to do so.
- Please tell anyone attempting to bring donated items that these cannot be delivered to evacuation centres, community recovery hubs or affected areas.
- All donations must be pledged on the GIVIT website - givit.org.au
- Please provide the following information to anyone wishing to donate:

To donate items

If people want to donate items:

- Visit givit.org.au
- "See what's needed": View the current list of items requested and donate those items, or
- "Give items": Load the details of items they wish to donate onto GIVIT's online warehouse for charities and registered service organisations in the area to see what is available, and accept on behalf of people they are supporting.

To donate funds

If people want to donate funds:

- Visit givit.org.au
- 100% of publicly donated funds received by GIVIT are used to locally purchase essential items for people in need

GIVIT
givit.org.au

