



SOUTH PACIFIC & PHILIPPINES OFFICE

Dear Club Officers,

Please be advised that effective today, 16th March 2020, this office will be operating under an alternative setup both to ensure the well-being and safety of our staff as well as to lead the community to make an effort to flatten the curve and allow our health systems to cope with the surge of confirmed cases of COVID19 in our communities.

Work from home arrangements have been offered to all staff and while we carry on as normally as possible, there will be some areas of our operations that will be impacted.

Calls will still go through to our phones and we encourage you to contact us if you need any assistance. Our [Contact List](#) would be helpful in identifying who to call for your particular query. Our [Resource Guide for Rotary Club Officers](#) also provides helpful links to resources that you may need.

Some of our staff will be coming in on Tuesdays and Thursdays to check on mail and bank any cheques that come by post. Dispatch of regalia via Australia Post will also be done on those days. Fedex to the Philippines will only be done on Thursdays.

We strongly encourage you to use MyRotary to make dues payments and contributions. Other alternatives would be to do a funds transfer (instructions are included in the [Resource Guide for Rotary Club Officers](#)), properly identifying the club or donor; or by credit card. These methods can be done with minimal delays.

With the uncertainty in the economy, it is expected for the exchange rates to take a bad turn. If you are intending to send in funds, please do so before the end of March.

The situation we are faced with is unprecedented and we are trying to be as adaptable as we can be without sacrificing the service levels that we are committed to delivering. I am proud to be leading such a dynamic team who are passionately supportive of Rotary's causes and ideals.

Please reach out to us if you need anything as that is what we are here for. If you have any suggestions or feedback on how we can serve you better, please let us know. In the meantime, stay safe and healthy. Let's look out for each other in these challenging times.

Best Regards,

Grace

Grace Ramirez

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