



## Product Donation Guideline

Version: 1.0

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Review Date: 23 June 2026

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## **Purpose**

These guidelines provide a clear, fair, and transparent process for WAFA members to apply for and receive donated products for their working animals, including parasite preventatives and other essential items.

## **Scope**

This guideline applies to all WAFA members in Australia who wish to access product donations for their working animals.

## **Standard Statement**

WAFA members may apply for donated products in accordance with these guidelines. Applications, selection, and product distribution will be conducted fairly, transparently, and in alignment with donor requirements and relevant legislation, including the Disability Discrimination Act (DDA).

## **Procedures**

### **1. Eligibility for Application**

- Applicants must be a registered WAFA member (membership is free via the WAFA website).
- Applicants must reside in Australia.
- Donations are generally available for any working animal owned by WAFA members, unless otherwise specified by the donor. For example, donors may restrict products to assistance animals and require verification of status in compliance with the DDA.
- Animals may need to meet specific criteria such as weight, size, or other factors as outlined by the donor.
- Applications should be submitted only by members in genuine need. Considerations include financial hardship, medical conditions requiring specific treatment, homelessness, or other circumstances indicating that the working animal requires the product.

### **2. How to Apply**

- Giveaway announcements will include specific instructions on how to apply. Applicants may be required to:
  - Email WAFA with a subject line identifying the giveaway and submit by the stated deadline.
  - Provide details of the working animal, including name, age, breed, weight, and other relevant information.

- Submit evidence of microchip, veterinary status, or assistance animal status as required.

### 3. Selection Process

- Applications will be reviewed in order of receipt. If products are limited, WAFA may apply a first-come, first-served approach or random selection.
- WAFA reserves the right to verify applicant eligibility, including confirmation of assistance animal status. Incomplete or ineligible applications may be disqualified.
- Multiple applications from the same person, or multiple applicants for the same animal, will not be considered.

### 4. Notification and Product Dispatch

- Successful applicants will be notified by email by the date specified in the giveaway announcement. Additional information, such as postal address, may be requested to complete delivery.
- Products will be shipped free of charge to the recipient's verified postal address.
- Recipients are responsible for ensuring the product is appropriate for their animal. This includes:
  - Consulting a veterinarian prior to use.
  - Following all instructions and safety guidelines provided with the product.

### 5. Liability

- WAFA and product donors are not liable for any adverse reactions, health issues, or side effects resulting from the use of the product.
- Recipients assume responsibility for product use in accordance with veterinary advice and manufacturer instructions.

### Review

This guideline will be reviewed annually or as necessary to ensure alignment with evolving industry standards, accessibility requirements, and WAFA's strategic mission.

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### Document Control

| Version | Date       | Author     | Change Description | Approved By |
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| V1.0    | 23/07/2025 | V. Solomon | Initial            | C.Williams  |