



Wide Bay Volunteers

ORGANISATION APPLICATION

Organisation Name:

Name of Contact Person:

Position:

Phone No: Fax No:

Email:

Volunteer Coordinator Name:

Days / Times Available:

Incorporation No: ABN:

Street Address:

Mailing Address: (Same as Street Address)

Line 1:

Line 1:

Line 2:

Line 2:

Suburb:

Suburb:

State: Postcode:

State: Postcode:

Membership Category:

(Refer to pages 4 & 6 of the Handbook for Details)

Full - \$121

Associate - \$55

Affiliated - \$10

Sponsored

Type of service provided by your organisation: (Please tick which best describes your organisation)

- Aged Care, Seniors, Retirement Programs
- Family and Individual Community Welfare
- Health: Community and Hospital Care
- Child Care and Child Support
- Youth Care, Youth Assistance, Youth Support
- People with Disabilities
- Schools, Universities, Colleges
- Migrant Support, Multicultural Groups
- Conservation, Environmental, Animal Welfare
- Crisis, Emergency Support

- Arts, Theatre, Museums
- Social Justice, Welfare Rights, Legal Advocacy
- Tourism, Hospitality, Heritage
- Special Needs Support, Self Help Groups
- Sports, Recreation, Leisure
- Employment, Work Experience, Rehabilitation
- Aboriginal and Islander Services
- Local Government Authorities
- Professional Associations and Clubs
- Event

INSURANCE DETAILS: (Required before application can be processed)

Public Liability Insurance:

Expiry Date: ____ / ____ / ____

Insurer:

Broker:

Policy No:

Min Age: Max Age:

Volunteer Personal Accident Insurance:

Expiry Date: ____ / ____ / ____

Insurer:

Broker:

Policy No:

Min Age: Max Age:

Signed on behalf of organisation: _____ Date: ____ / ____ / ____

You must sign here



Wide Bay Volunteers

ORGANISATION PROFILE (2009 - 2010)

Organisation Name:.....

Organisation philosophy and purpose:

.....
.....
.....

Services Provided:

.....
.....
.....

Volunteer Age Groups Preferred: Under 18's Adults Seniors

What Training Does Your Organisation Offer To Volunteers? (Please Tick All Appropriate Boxes)

- | | |
|--|--|
| <input type="checkbox"/> Orientation | <input type="checkbox"/> On-Going Supervision |
| <input type="checkbox"/> Regular WH&S Briefings / Inductions | <input type="checkbox"/> Buddy System Training |
| <input type="checkbox"/> On-The-Job Training | <input type="checkbox"/> Structured Training Workshops |

How Do You Recognise And Support Your Volunteers?

- | | |
|--|--|
| <input type="checkbox"/> Volunteers Included In Meetings / Briefings | <input type="checkbox"/> Provide Travel Reimbursement |
| <input type="checkbox"/> Provide Certificates Of Appreciation | <input type="checkbox"/> Evaluation And Feedback Sessions |
| <input type="checkbox"/> Have Regular Social Events | <input type="checkbox"/> Provide References |
| <input type="checkbox"/> Provide Tea And Coffee | <input type="checkbox"/> Do You Have Volunteers In Team Leader Positions |
| <input type="checkbox"/> Include Volunteers In Decision Making | |

Are You Able To Provide Positions For?

- | | |
|--|---|
| <input type="checkbox"/> Students On Work Experience | <input type="checkbox"/> People Who Have Special Support Needs |
| <input type="checkbox"/> People Who Are Multi-Lingual | <input type="checkbox"/> Corporate Employees - Groups Or Individually |
| <input type="checkbox"/> People Who Prefer Special Or One-Off Projects | <input type="checkbox"/> Virtual Volunteers |
| <input type="checkbox"/> People Who Have Specialised Skills | <input type="checkbox"/> People Who Require Wheel Chair Access |

Other requirements:

Child suitability card required:

- | | |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Police Check Required |
| <input type="checkbox"/> Before Volunteer Can Be Referred | <input type="checkbox"/> Driving Licence Required |
| <input type="checkbox"/> Your Organisation Can Assist The Volunteer To Obtain A Child Suitability Card | <input type="checkbox"/> Disability Services Qld Card |

Signed on behalf of organisation: Date: ____ / ____ / ____

You must sign here



VOLUNTEER REFERRAL AGREEMENT

NOTE: PLEASE READ THIS AGREEMENT CAREFULLY BEFORE SIGNING.

THIS AGREEMENT is made on the _____ day of _____ in the year _____

BETWEEN: Wide Bay Volunteer Resource Association Inc (WBV) of
78 Woongarra Street, Bundaberg Qld 4670

AND: Organisation Seeking Membership ('ORGANISATION')
(Insert Details)

Organisation Name:

Address: **Postcode:**

CONDITIONS OF AGREEMENT:

1. Status Of Organisation:

The organisation agrees –

- (1) it is a community organisation; and
- (2) if requested, it will give to WBV reasonable proof that it is a community organisation.

2. Effecting and maintaining insurance policies:

The organisation has effected and agrees to maintain **Public Liability** and **Personal Accident** insurance for volunteer workers; and agrees, on request, to give to WBV a copy of such Public Liability Insurance Policy and Volunteer Personal Accident Insurance Policy and relevant certificates of currency.

3. No Partnership or Agency

1. The organisation agrees not to represent itself and to use its best endeavours to ensure that its officers, employees, agents and sub-contractors do not represent themselves, as being an officer, employee, partner or agent of WBV or is otherwise able to bind or represent WBV;
2. The organisation is not, by virtue of this agreement, or by using the referral service, an officer, employee, partner or agent of WBV, nor does the prospective member have any power or authority to bind or represent WBV;
3. The organisation agrees that nothing in this agreement shall create a partnership, agency or joint venture between WBV and the prospective member, and neither party shall enter into or have authority to enter into any engagement or make any representation or warranty on behalf of or pledge the credit of or otherwise bind or oblige the other party.

4. Independence Of Organisation (Not An Agent Of WBV)

1. The organisation agrees that it is an Independent Organisation responsible for its own actions, and not an agent of WBV.
2. The organisation agrees that WBV is not responsible for the operations or conduct of volunteers or organisations using this referral service.

5. What WBV is, and is not, responsible for in relation to prospective volunteers

1. WBV agrees that it is responsible for –
 - a) giving, or explaining, the information shown on the member's Organisation Profile to a prospective volunteer;
 - b) giving a copy of, or providing, the information shown on the member's Volunteer Job Description Form to a prospective volunteer.

Please turn over...



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2. The organisation agrees that WBV is not responsible for –
 - a) checking or validating any information given to WBV about a prospective volunteer's attributes and skills, and checking or validating whether a volunteer is a fit and proper person to be engaged in volunteer work;
 - b) deciding if a prospective volunteer has the appropriate attributes and skills or is a fit and proper person to be engaged in work at the member's workplace;
 - c) supervising the work, conduct, health, safety and welfare of a volunteer working at the member's workplace.

6. What the organisation is responsible for in relation to prospective volunteers

The organisation agrees that it is responsible for –

1. deciding if a prospective volunteer has the appropriate attributes and skills and is a fit and proper person to be engaged in work at the member's workplace;
2. entering into an agreement with a volunteer in respect of a volunteer position;
3. supervising the work, conduct, health, safety and welfare of a volunteer working at the member's workplace.

7. Circulating details about organisation and volunteer jobs on websites and through media outlets

The organisation agrees that WBV may list contact details of the organisation and available volunteer jobs on WBV website, Volunteering Australia's National website GoVolunteer and VolunteerSearch.

8. Complying with code of practice

The organisation agrees to comply with the Code of Practice for Voluntary Organisations. (refer to the 'Code of Practice for Organisations' section of the Volunteer Referral Handbook)

9. Definitions (as defined by the Queensland Civil Liability Act 2003)

In this agreement – '**community organisation**' means any of the following that organises the doing of community work by volunteers –

- a) an incorporated association;
- b) a branch or sub branch of a state/ national organisation;
- c) a church or other religious group;
- d) a registered political party as defined under the *Electoral Act 1992* or the *Commonwealth Electoral Act 1918* ;
- e) a Government Agency ('Crown' within the meaning of the *Crown Proceedings Act 1980*);
- f) a local government;
- g) any public authority constituted under an Act.

'**community work**' means work that is not for private financial gain and that is done for a charitable, benevolent, philanthropic, sporting, recreational, educational or cultural purpose.

'**volunteer**' means a person who does community work on a voluntary basis.

'**work**' includes any activity.

You must sign here

10. Signatures

Signed for and on behalf of:

Name: Position:

Signature: Date:

Signed for and on behalf of: **Wide Bay Volunteer Resource Association Inc**

Coordinator: Date:



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VOLUNTEER JOB DESCRIPTION

For use of Organisations recruiting volunteers from Wide Bay Volunteers Referral Service

PLEASE NOTE: The information collected on this form is for the purpose of obtaining details about your organisation and volunteer positions to give to potential volunteers in order to help them make an appropriate choice of volunteer work. Please note that the compilation of organisational data may be used for research into volunteering. However, your specific organisation's details will not be given to any other agency without seeking your permission.

Organisation Name:

Physical Location of Job:

Job Title:

Contact Person for Job:

Phone: **Fax:** **E-mail:**

Days / Times job is available Mon Tue Wed Thu Fri Sat Sun
(please tick)

Project work: Start date: _____ Finish date: _____

Event:

Ongoing:

Times Required:

Average Number of Hours Required Each Week: **No. of volunteer places:**

Tasks:

.....

.....

.....

Skills Required for job:

.....

.....

What training is offered to volunteers? (please tick all appropriate boxes)

Orientation On-The-Job Training Training Session

Volunteer Is Required To: Work With Minimal Supervision Work In A Team

Skills to be gained from job:

.....

Preferred volunteer characteristics:

.....

.....

Other requirements:

Police Check Required

Child Suitability Card Required For Position

Driving Licence Required

Disability Services Qld Card