

Rotary Club of Emerald & District Inc.

Rotary District 9815, Victoria, Australia
PO Box 46 Emerald Victoria 3782
Club No. 18364
Registration No. A0020847W
ABN 82 067 243 051



A Project of the
Rotary Club of
Emerald & District



Volunteer Application Form

Rotary Golden Hour Café

We are thrilled that you are interested in becoming a volunteer with the Rotary Golden Hour Café, a project of the Rotary Club of Emerald and District! Your completed application form and/or questions regarding this form may be directed to our project coordinator, Kristine Ash, mrskash611@outlook.com, 0412 399 001.

The Rotary Golden Hour Café falls under Rotary safeguards and requirements and as a project in association with Umbrella Dementia Cafes, also needs to meet their volunteer requirements as well. We may have children attend to undertake activities with clients, therefore a section of the form pertains to working with children and youth.

Personal Details:

Full Name:

Address:

Period at this address:

Emergency Contact Name:

Emergency Telephone Number:

Employment Details (if applicable)

Employer Name:

Position Title:

Business Address:

Business Tel:

Additional Information

Areas of Interest

How did you find out about the Rotary Golden Hour Café?

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Please provide information on any applicable experience and/or skills

Referees – Please provide names/contact numbers for two referees, not related to you and only one should be a Rotarian

1	Name
Email Address	
Phone	

2	Name
Email Address	
Phone	

Working with Children Check (WWCC)

If you have a current WWCC, please provide the details in spaces provided below.

Card No:

Expiry Date:

If you do not hold a current WWCC, please be aware this is now a requirement of all Volunteers and Rotarians. Please indicate your agreement by checking the box below.

☐ I agree to obtain/supply a WWCC before commencing volunteering at the Rotary Golden Hour Café

Police Check

The Rotary Golden Hour Café is a Project of the Rotary Club of Emerald and falls under Rotary Code of Conduct

By applying to volunteer with a Rotary project, you agree to be bound by the **Rotary Code of Conduct** upon your application being accepted:

1. Act with integrity and high ethical standards in my personal and professional life
2. Deal fairly with others and treat them and their occupations with respect
3. Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and in the world
4. Avoid behaviour that reflects adversely on Rotary or other Rotarians
5. Help maintain a harassment-free environment in Rotary meetings, events, and activities; report any suspected harassment; and help ensure non-retaliation to those individuals that report harassment.

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A current/valid police check may also be required, as part of our due diligence and commitment to the ongoing standards of our Club/Rotary. Please indicate your consent to the Club obtaining a police check, by checking the box below.

☐ I consent to the Club obtaining a Police Check if required

Rotary Youth Volunteer Additional Information

Program involvement

The Golden Hour Café may periodically invite youth groups to attend the regular café meetings or take part in projects of the café.

Past involvement with youth

Criminal History

Have you ever been charged with or been found guilty of charges involving sexual, physical, or verbal abuse, including but not limited to domestic violence or intervention orders.

Yes / No

If yes, please explain. Also indicate date(s) of incident(s) and the Country and State in which each occurred (attach a separate sheet, if needed).

Charges that resulted in a diversion should be recorded, as should the final outcome of any intervention order applications that might have been made against you.

I certify the following:

- All statements and information given on this form are true and correct.
- I have contacted my referees and all are happy for Rotary* to contact them
- I give my full permission for any of the referees listed above to be contacted by Rotary* to confirm my suitability as a Volunteer who will be working with youth.
- I agree to abide unreservedly by Rotary's* decision as to my suitability as a Volunteer in Rotary programs.
- I acknowledge that (copies of) this form and the results of Rotary's* enquires will be held by the manager of any program for which I volunteer and by the Rotary District 9815.

*For these purposes Rotary means the Rotary Club or District for which this form is submitted and any other Club or District that conducts a Youth Program for which I volunteer either now or in the future.

I have read and understood the above declaration and sign this form voluntarily.

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Applicant	Name	Signature	Date

Volunteer Agreement

Thank you for agreeing to be a volunteer with the **Rotary Golden Hour Café** a project of the **Rotary Club of Emerald & District**. Volunteers have an important part to play within our organisation and this Agreement has been developed to ensure that volunteers fully understand their rights and responsibilities. This agreement is made between the **Rotary Club of Emerald & District** who administer the **Rotary Golden Hour Café** and

[Print Name]

Please tick to acknowledge that you have read each of the statements below

☐

- I understand that the times when I volunteer for the **Rotary Club of Emerald & District** will be mutually agreed between myself and the **Rotary Club of Emerald & District**.
- I understand that as a volunteer I will not receive a wage or salary.
- I understand that the venue at which the café is held will have Public Liability Insurance for volunteers and that volunteers are not provided with any cover under Workers Compensation, which is established for the purpose of paid staff only.
- If I am injured through an accident in the course of my duties as a volunteer, I will immediately report the matter to the Dementia Café Facilitator. If the Dementia Cafés Facilitator is unavailable, I will report it to the **Kristine Ash** and fill in an Incident Report if appropriate.
- I understand that no expenses will be reimbursed unless approved by the **Rotary Club of Emerald & District** prior to the expense occurring.
- I understand that the Volunteer Responsibilities, outlined below, are in line with the **Rotary Club of Emerald & District** Policies and Procedures, which will be made available for me to review where requested, and that as a volunteer, I am a representative of the **Rotary Club of Emerald & District** and the **Rotary Golden Hour Café**.
- I understand that any correspondence I have relating to the the **Rotary Club of Emerald & District** and the **Rotary Golden Hour Café** with anyone outside of the management team at the the **Rotary Club of Emerald & District** and the **Rotary Golden Hour Café** requires the management team to be included in or advised of the correspondence. Socialising with volunteers or members is excluded from this as the **Rotary Club of Emerald & District** consider that personal. The management team at the **Rotary Club of Emerald & District** and the **Rotary Golden Hour Café** includes the Rotary Board, Umbrella Dementia Café CEO and the Cafés Coordinator.

VOLUNTEER RESPONSIBILITIES:

I. DUTIES

Volunteers play an important role in the **Rotary Golden Hour Café** and you will be provided with a description of the various roles Volunteers play within our cafés. For this reason, as a volunteer, you will be provided with the training, induction and on-going support needed to successfully undertake your voluntary placement.

II. MEDIA RELEASE

As a volunteer, you grant non-exclusive permission to the the **Rotary Club of Emerald & District** and the **Rotary Golden Hour Café** for use of any materials produced during the period of engagement as a volunteer to become the property of

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the the **Rotary Club of Emerald & District** and the **Rotary Golden Hour Café** upon submission. You understand you will be required to sign a Media Release form in conjunction with this Volunteer Agreement.

III. CONFIDENTIALITY AND PRIVACY:

The activities you perform as a volunteer for the **Rotary Golden Hour Café** may involve access to confidential information and Intellectual Property shared by The Rotary Club of Emerald & District and Umbrella Dementia Cafes Ltd. You should not discuss sensitive information with members of the public, other volunteers, staff members or other organisations. Also, you should not use information gained in the course of your volunteer placement to cause harm or detriment to The Rotary Club of Emerald & District and Umbrella Dementia Cafes Ltd, our organisation the **Rotary Club of Emerald & District** and the **Rotary Golden Hour Café**, any participant or other volunteers outside of the Dementia Cafe volunteer team. You understand you will be required to sign a Confidentiality Agreement in conjunction with this Volunteer Agreement.

IV. CODE OF CONDUCT:

The Rotary Club of Emerald & District and Umbrella Dementia Cafés has established a Code of Conduct that outlines the standard of behaviour expected of our team. While volunteering with The Rotary Club of Emerald & District to support the Dementia Cafe, you are required to be aware of this Code.

V. OCCUPATIONAL HEALTH AND SAFETY

Volunteers have a responsibility to take reasonable care for the health and safety of others; and to co-operate with any health, safety or welfare requirements. This includes abiding by all OH&S policies and procedures of The Rotary Club of Emerald & District's Rotary Golden Hour Café project.

As a **The Rotary Club of Emerald & District and Rotary Golden Hour Cafe** volunteer, you commit to not do anything to compromise safety or the safety of others and you understand that there may be risks associated with providing particular voluntary services. It is a duty of volunteers to notify the Café Facilitator or **Kristine Ash** of a situation that is, or may be, a health or safety concern for themselves or others.

GRIEVANCE PROCEDURE

The Rotary Club of Emerald & District Umbrella Dementia Cafés value our volunteers and would like to ensure their success and happiness. If you have a dispute or grievance relating to your voluntary placement with **The Rotary Club of Emerald & District's Rotary Golden Hour Cafe** to support the Dementia Cafés, you are encouraged to refer to the grievance policy and procedures and to inform the Cafés Coordinator or Manager.

Permission and Consent for Media Release

I _____ (insert name)

give my/our informed permission and consent to Umbrella Dementia Cafés Ltd ('the charity') to release my video image, still image, or audio recording of my voice for the sole purpose of bringing awareness about dementia in our community and for the use of promoting the charity's successes and goals.

When giving my consent, I accept the Rotary Club of Emerald & District their project, Rotary Golden Hour Café and Umbrella Dementia Cafés will follow their Data Protection and Privacy Policy.

I have been given informed consent about the use of my image.

Umbrella Dementia Cafés have provided me a copy of their Data Protection and Privacy Policy.

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I agree that the Rotary Club of Emerald & District, their project Rotary Golden Hour Café and Umbrella Dementia Cafés may use my image or voice audio

- Globally or locally within Australia
- For the sole use of the charity's advertising, magazines, brochures, online or other marketing material, and
- To pass on to an accredited organisations where there is a contract in place to protect my image and/or voice audio recording, or other relevant government agencies if required by law.

Rotary Club of Emerald & District, their project Rotary Golden Hour Café and Umbrella Dementia Cafés agree not to sell the images or video to others.

Rotary Club of Emerald & District, their project Rotary Golden Hour Café and Umbrella Dementia Cafés will not pay me for the images or video.

Rotary Club of Emerald & District, their project Rotary Golden Hour Café and Umbrella Dementia Cafés will provide me with a copy of the image or video upon request.

I trust and accept Rotary Club of Emerald & District, their project Rotary Golden Hour Café and Umbrella Dementia Cafés will maintain the upmost levels of integrity, respect and discretion when using my image or voice recordings

I hereby certify that if accepted to volunteer with the Rotary Golden Hour Café, a project of the Rotary Club of Emerald & District, that I, as a Volunteer, will exemplify the Rotary Code of Conduct in all my daily contacts and will abide by the constitutional documents of Rotary International and the Club and I have read, understood and agree to the above terms and conditions.

Name: _____

Signed: _____ Date: _____

SIGNED ON BEHALF OF The Golden Hour Café, a project of the Rotary Club of Emerald & District Inc:

Authorised Representative
Name: _____

Authorised Representative
Signature: _____ Date: _____



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I _____ President, Rotary Club of Emerald & District
verify that _____ has satisfactorily completed this Declaration, Referees
have been contacted and Working With Children card is current. The club finds the applicant to be a suitable Volunteer.

Signed _____ Date _____

Phone: _____

Notes & Definitions

Volunteer

A Volunteer is any adult involved with **Rotary Project** activities that has direct interactions either supervised or unsupervised with youths/students.

Volunteers include among others:

Club and district Youth Exchange officers and committee members, Rotarian Counsellors, Rotarians and non-Rotarians, their spouses and partners who host youth/students for activities or outings, or who might drive youth /students to events or functions; and host parents and other adult residents of the host home, including siblings and other family members, or those who are involved with any Rotary Youth program, or any Rotary program that Youth are also participating

This person will have been police checked via the WWC card and formally reference checked in accordance with the Victorian Child Safe standards, Rotary requirements, Insurance requirements or any additional checks required by other organisations working with Rotary (eg Schools)

Background Checks and Criminal Record Checks

Background Checks and Criminal Record Checks Background checks play a critical part in any youth protection policy because they deter potential offenders and deny known offenders access to the program.

Although many offenders have no criminal record and diligently avoid being caught by law enforcement, background checks may dissuade them from volunteering in a Youth Program.

Many youth-serving organizations require a criminal background check for all adult volunteers who work with youth, even for programs that don't involve unsupervised access to youth.