



Rotary Club of Emerald & District Inc.
Rotary District 9810, Victoria, Australia
Club No. 18364 Registration No. A0020847W
ABN 82 067 243 051
PO Box 46 Emerald Victoria 3782

Volunteer Application Form

We are thrilled that you are interested in becoming a volunteer with the Rotary Club of Emerald & District! Your completed application form and/or questions regarding this form may be directed to our Membership Chairperson: [Kristine Ash – 0412 399 001](#) email: mrskash611@outlook.com

| | |
|---|---|
| Personal Details: | |
| Full Name: | |
| Address: | |
| | Postcode: |
| Tel: (H) | Mobile: |
| Email: | Date of Birth: |
| Optional personal details (not mandatory but of interest to members) | |
| Partner's name: | Birthday: (year not necessary) |
| Employment Details | |
| Business/Employer name: | |
| Position Title or Description: | |
| Business Address: | |
| | Postcode: |
| Bus Tel: | Fax: |
| Additional Information | |
| Areas of Interest – please circle Youth / Community / International /Business Engagement /Fundraising-Events Additional Information: | Please provide information on any applicable experience and/or skills |
| How did you find out about our Rotary Club? | |



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Volunteer Application Form
(continued)

Referees – Please provide names/contact numbers for three referees, not related to you.

- 1. _____
- 2. _____
- 3. _____

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 Rotarians. Please indicate your agreement by checking the box below.

I agree to obtain/supply a WWCC within 30 days of induction as a member.

Police Check

Rotary Code of Conduct

By applying to volunteer with Rotary, 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.*

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.

Agreement/Certification

I hereby certify that if accepted to volunteer with the Rotary Club 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.

Signature: _____ Board Approval: Yes / No Date: ___/___/___

Proposed Volunteer nominated by: _____ RI Identification No.: _____

Date (of application): _____ RDU identification No.: _____

Thank you very much for your interest and application.



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Rotary Youth Volunteer Information and Declaration Form

This Form is mandatory for D9815 Volunteers / Rotarians

Volunteer Dec
V1 7/2024

Personal Details

| | | | | |
|------------|------|------|--------------------------------|-------|
| Name | | | DOB / / | Email |
| Phone | Work | Home | Mobile | |
| Address | | | Period at this address (years) | |
| Occupation | | | Employer | |

Program involvement

| | |
|--|--|
| Which Youth programs will you be involved with, and what will your role or roles be? | |
| Past involvement with youth | |

Personal References (Only one referee may be a Rotarian and none may be family members)

| | | | | | |
|---|-------|------|------|--------|--|
| 1 | Name | | | Email | |
| | Phone | Work | Home | Mobile | |
| 2 | Name | | | Email | |
| | Phone | Work | Home | Mobile | |
| 3 | Name | | | Email | |
| | Phone | Work | Home | Mobile | |

Police Check and Criminal History

| | | | |
|---|--|-------------|---------|
| Working with Children Card Number | | Expiry Date | |
| 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 () |
| 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). | | | No () |
| 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 Youth Program Volunteer.
- I agree to abide unreservedly by *Rotary's decision as to my suitability as a Youth Program 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 District.

*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.

| | | | |
|----------------|------|-----------|------|
| Applicant | Name | Signature | Date |
| Rotary Witness | Name | Signature | Date |



Definitions

Volunteer

A Volunteer is any adult involved with **Rotary Youth Program** 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)

Record of Referee contact by Club Authorised Officer

| 1 Name Referee | Contact Date |
|----------------|--------------|
| Comments | |

| 2 Name Referee | Contact Date |
|----------------|--------------|
| Comments | |

| 3 Name Referee | Contact Date |
|----------------|--------------|
| Comments | |



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| | |
|---------------------------------------|----------------|
| Name of Authorised Club Officer _____ | Position _____ |
| Signed: _____ | Date _____ |
| Authorised Club Officer | |
| Phone _____ | |

| | |
|---|------------|
| I _____ President, Rotary Club of _____ | |
| 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:

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.

Reference Checks

Reference Checks Simply requesting references in the application is not sufficient. Contact each reference by phone or in person, and ask a standard set of questions, such as:

- How long have you known this individual?
- In what capacity?

- Do you think this person is well qualified to work with youth?
- Would you have any reservations about recommending this person to serve in a Rotary Youth Program?

Record the date of the interview and responses to each question, and keep this information with the volunteer's application.