

CORPORATE VOLUNTEERING FORM

Thank you for deciding to volunteer with the Ardoch Youth Foundation. Ardoch seeks to make education a reality for vulnerable children and younger people. Your participation in one of our volunteering programs makes all the difference.

Details

Name:		
Contact Details:	Work	
	Mobile	
	Email	
Work Place:		
Birthday:		
Emergency Contact Details:	Name	
	Phone	
	Relationship	
Do you have any disability, illness or injury which may limit your ability to perform the role?	<input type="checkbox"/> Yes Please provide details:	<input type="checkbox"/> No

Volunteering Details

What volunteer programs are you involved in?	<input type="checkbox"/> Literacy Buddies™	<input type="checkbox"/> Legal Studies Buddies
	<input type="checkbox"/> One-off events	<input type="checkbox"/> Professional/Skilled Volunteering
Are there other skills you would be interested in sharing with Ardoch?	<input type="checkbox"/> Cooking	<input type="checkbox"/> Sports
	<input type="checkbox"/> Drama	<input type="checkbox"/> Creative Design
	<input type="checkbox"/> Computers/IT	<input type="checkbox"/> Marketing
	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Other:

Ardoch protects the wellbeing of children and young people:

Do you have a valid <i>Working With Children Check</i> under the <i>Working with Children Act 2005</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you under investigation for any criminal offences or have you previously been convicted of any criminal offences?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Marketing

How did you find out about this volunteering opportunity?	<input type="checkbox"/> Company Intranet	
	<input type="checkbox"/> Ardoch Brochures	
	<input type="checkbox"/> Word of Mouth	
	<input type="checkbox"/> Ardoch Website	
	Other:	
Are you friends with us on Facebook?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you like to receive Ardoch's newsletter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How would you prefer to receive Ardoch's newsletter?	<input type="checkbox"/> Email	<input type="checkbox"/> Post

I have cited and agree with my obligations as a volunteer (PLEASE READ APPENDIX 1 PRIOR TO SIGNING)

Signature:

Date:

Please return this form to corporatevolunteers@ardoch.asn.au or for further information contact Ardoch Education Support Centre, St Kilda, on (03) 9537 2414.

Thank-you for applying to volunteer with Ardoch!

Appendix 1

Obligations of a volunteer

As a volunteer for the Ardoch Youth Foundation I take note of the following guidelines:

- To be available at the required time to participate in this program and attend all events required to conduct this program at times agreed to with the Ardoch Youth Foundation;
- If I cannot attend this event I will give a minimum of two weeks advanced notice or, if the event is agreed to occur within two weeks, notice as soon as reasonably practicable to the Ardoch Youth Foundation;
- To complete any work or project within the time frame agreed to with the Ardoch Youth Foundation and provide a reasonable amount of notice to the Ardoch Youth Foundation that work will be delayed for any reason;
- To follow all reasonable instructions of Ardoch Youth Foundation staff and/or school teachers when on a school premises, supervising and engaging with children and participating in any other activity in relation to this program;
- That, notwithstanding any of my employer's policies or rules that apply to my conduct while on this program, I undertake to comply with all the rules set out by the Ardoch Youth Foundation in the training for this program or any other policies referenced in the training;
- I will not take any photos, movies or other digital images of any children related to this program unless approval is provided by the Ardoch Youth Foundation; and
- When on any activity related to this program I represent the Ardoch Youth Foundation, my employer and the relevant education institution serviced by this volunteer program and as such, I undertake to conduct myself in a manner that will not harm the reputation of any of these parties.

If you do not comply with any of the above commitments you may be asked to no-longer participate in the program.