



### VOLUNTEER – REGISTRATION FORM

Given name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Date of birth:    /    /                      OCHRE Card number: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
Residential Address \_\_\_\_\_

**Previous volunteer experience:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

**Please provide two references:**

- 1. Name: \_\_\_\_\_ Best contact number: \_\_\_\_\_
- 2. Name: \_\_\_\_\_ Best contact number: \_\_\_\_\_

**Previous experience working with people with Disabilities:**

\_\_\_\_\_

**List your special interests or activities you wish to volunteer on:**

\_\_\_\_\_

**Please identify the days and hours you could be available to volunteer:**

DAYS: \_\_\_\_\_ TIMES: \_\_\_\_\_

Please be aware all medical information, correspondence and communication will be managed through Care Monkey ([www.caremonkey.com.au](http://www.caremonkey.com.au)). You will be emailed an invitation to create a Care Monkey profile and will be unable to volunteer until;

- 1. Registration and agreement completed.
- 2. Role while volunteering discussed and agreed.
- 3. Valid Working with Children’s card sighted, copied and attached.
- 4. Copy of their Driving Licence (if driving is required).
- 5. Care Monkey Profile Complete.

Total Recreation staff member to sign once complete.....Date:.....

# VOLUNTEER AGREEMENT

Between

Total Recreation NT (**the Organisation**)

and

.....(You)

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## Background

Please be aware this is a volunteer position. This means that the volunteer (**the Volunteer**) agrees to perform all tasks assigned on a voluntary basis, of the Volunteer's own free will, and the Volunteer will not receive remuneration for any work that is undertaken under this Agreement.

The Volunteer understands and affirms that this Agreement is not intended to create an employment relationship between the Volunteer and the Organisation either now or any time in the future. Accordingly, the Volunteer agrees that they are not an employee of the Organisation and the Volunteer is not entitled to remuneration or any other entitlements associated with employment.

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## 1. THE ORGANISATION AND THE VOLUNTEER AGREE THAT: POSITION DESCRIPTION

- 1.1 A position description will be provided once you have confirmed your availability to attend specific programs via email.

## 2. VOLUNTEER HOURS

- 2.1 The volunteer program is for a fixed period of 12 months effective from the signing date. (**Volunteer period**).
- 2.2 The Organisation's deliver programs 7 days over a 24 hour period.
- 2.3 The Volunteer's hours of engagement are subject to agreement between the Volunteer and the Organisation.

## 3. WHAT THE VOLUNTEER CAN EXPECT

- 3.1 The Organisation values its Volunteers and endeavours to provide the Volunteer with:
  - (a) an induction, orientation and any training necessary for the Volunteer's role;
  - (b) a safe environment to perform the Volunteer's role;
  - (c) an Organisation contact, so that the Volunteer has the opportunity to ask questions and receive feedback and support;
  - (d) reimbursement for the Volunteer's reasonable expenses associated with the Volunteer's role so that the Volunteer is not financially disadvantaged as a result of completing the volunteer program at the Organisation; and
  - (e) insurance to cover the tasks undertaken by the Volunteer under this Agreement.
  - (f) if a volunteer fails to attend an agreed program/ trip they may be charged cancelation or change fees if notification and a medical certificate is not provided.

**4. THE ORGANISATION’S EXPECTATIONS**

- 4.1 The Organisation requests that the Volunteer:
  - (a) supports the Organisation with its aims and objectives
  - (b) participates in all relevant induction and training
  - (c) understands and complies with the Organisation’s policies and procedures with regards to equal opportunities, bullying and harassment, health and safety, whistle-blowers and confidentiality.
  - (d) behaves appropriately and courteously to Organisation staff, clients, customers, service users and the public, with whom the Volunteer interacts with in the course of the Volunteer’s role
  - (e) uses any Organisation property or equipment provided to the Volunteer for the purpose of the task designated to the Volunteer and return these to the Organisation when this Agreement is ended by the parties and
  - (f) is honest in the Volunteer’s dealings with the Organisation.

**5. CONFIDENTIALITY**

- 5.1 The Volunteer acknowledges that during the course of their engagement under this Agreement that the Volunteer will have access to Confidential Information belonging to the Organisation.
- 5.2 The Volunteer agrees that not at any time during (except in the proper course of carrying out the Volunteer’s role) or after this Agreement has ended, whether directly or indirectly disclose to a third party or make use of any Confidential Information.
- 5.3 For the purposes of this Agreement, Confidential Information is defined as all the information including trade secrets, Intellectual Property, marketing and business plans, client and supplier lists, computer software applications and programs, business contacts, finance, data concerning the Organisation or any of its related entities or any client of the Organisation’s, finances, operating margins, prospect’s lists, and transactions of the Organisation, and any materials provided to the Volunteer by the Organisation, but does not include information in the public domain other than through a breach of an obligation of confidentiality.

**6. VARIATION: THIS AGREEMENT IS ISSUED WITHOUT ALTERATION, DELETION OR ERASURE. BY SIGNING THIS AGREEMENT, THE VOLUNTEER ACKNOWLEDGES THAT NO VERBAL VARIATIONS HAVE BEEN OR WILL BE MADE TO THIS AGREEMENT AND ANY VARIATION MUST BE MADE IN WRITING AND SIGNED BY BOTH PARTIES TO THIS AGREEMENT.**

**SIGNED BY TOTAL RECREATION**

.....  
TR Sign

.....  
Title of Authorised Officer

**SIGNED BY VOLUNTEER**

.....  
Sign

.....  
Full name

Date: .....