



Volunteer Application Form

Thank you for offering to volunteer and be a part of our exciting festival.

The festival will be held at SPC KidsTown
over two huge days from 17th September to 18th September 2016.
The program will run from 10.00am – 4.00pm daily.

PERSONAL INFORMATION DETAILS:

Please tick: **14yrs -15yrs** **16yrs – 17yrs** **18+** (18 and over require WWC)

(Please note under 16yrs requires parent permission) Date of birth: / /

Surname: Given Names:

Address:

Postcode:

Phone No: daytime: evening:

E-mail: Mobile:

Comprehensive Insurance Yes / No Name Of Company:

Ambulance Cover: Yes / No Policy Number:

What is the best way and time for us to contact you?

Are you on Work Cover? Yes / No

Do you have any disability or medical condition, which would affect your ability to do certain types of work? Yes / No

If yes, please specify:

Do you have a current police check? Yes / No

Do you have a current Working with Children's check? Yes / No

Working with Children's Check card number:

Do you have a current Drivers Licence? Yes / No

If yes to any of the above please attach a photocopy of both sides of the card or document.

Do you have access to transport? Yes / No

How did you hear about the Volunteer Program?



In case of an emergency NEXT OF KIN DETAILS:	
Name:	Relationship:
Address:	
Ph: (home)	Ph :(work)
Ph: (mobile)	

Availability:

Prior to the festival: (if available, please indicate days and times)			
During the festival: (Please circle dates and times you wish to volunteer)			
Saturday 17 September	9.00am – 1pm	12pm – 4.30pm	All Day
Sunday 18 September	9.00am – 1pm	12pm – 4.30pm	All Day
Post festival: (if available, please indicate days and times)			

KidsFest Volunteer Duty Areas:

KidsFest offers a broad range of duties during the two-day event. Please indicate your preferred areas of interest by numbering 1, 2, 3 for the following duties / areas.

	Main Entry Meet and Greet
	Animal Farm
	Lego Display
	Arts & Crafts Program – Bunnings – COGS
	Catering- BBQ Volunteers
	Preparation / Set-up prior to festival
	Face Painting (Training provided)
	Stage/ Mascots
	Train Station
	General Admin- Volunteers tent
	Sport's- Program Support Area's
	Survey's throughout the Festival

**Last page includes a description of duties*



**GREATER SHEPPARTON
VOLUNTEER CODE OF CONDUCT**

As a Volunteer,

I understand that I am subject to a code of ethics similar to that which binds the professional in the field in which I work. I too will assume responsibility for the tasks I undertake and will keep consumer and the Council information confidential.

I understand that volunteering means that I have agreed to work without remuneration. Having been accepted as a Volunteer I will undertake to do my tasks in a professional manner, with an attitude of open-mindedness and interest.

I accept this code for the Volunteer and agree to it.

I also accept that all information given regarding my personal details is true and correct.

<u>Volunteer</u>		<u>Witness</u>	
Name		Name	
Signed		Signed	
Date		Date	

**Greater Shepparton City Council Volunteer –
Information Insurance Issues for Volunteers
(All insured persons up to 90 years of age)**

- ◆ Volunteer workers who are registered with the Greater Shepparton City Council are covered by the terms and conditions of the Council’s Personal Accident Insurance Policy for volunteers.
- ◆ Volunteers involved in third party personal injury or damage to property caused by an occurrence in connection with the business of the Council will be investigated thoroughly.
- ◆ This policy does not cover volunteers whilst driving their own vehicles. Therefore, the Council strongly recommends that all volunteer staff using private vehicles be covered by their own motor vehicle comprehensive insurance policy.
- ◆ Volunteers should note that the Council does not pay insurance costs or any other costs associated with private vehicles. Council will not cover costs incurred by volunteers driving uninsured vehicles.
- ◆ If volunteers wish to take helpers (e.g. friends or relatives) to assist with volunteer duties, these individuals will not be covered within the terms and conditions of the Council’s Personal Accident Insurance Policy.
- ◆ Volunteer parents who take children along whilst they, the parents, participate in volunteer work, must be prepared to do so at their own risk.
- ◆ Please contact your Supervisor/Manager/Council Officer immediately should any of the following incidents occur while you are volunteering for the Council:
 - You suffer an injury
 - Any incident occurs in which injury or property damage occurs to third parties.



**GREATER SHEPPARTON CITY COUNCIL
VOLUNTEER REGISTRATION FORM**

To be completed by Volunteers

Name	
Address	
Phone No.	

The Greater Shepparton City Council appreciates you offering your services as a volunteer, for the period commencing _____.

As a volunteer of the Council the following conditions apply:

1. The Council will make no payment to you.
2. The position you have volunteered for is a KidsTown Event assistant
3. Your Council Supervisor is the KidsTown Coordinator
4. Only while you are assisting the Council in the above mentioned clearly defined Council business activity, and while your assistance is approved/controlled and/or known by the Council, you will be covered by the Council's Personal Accident Insurance Policy.
5. While acting as a volunteer, a limited Personal Accident insurance cover will be affected by the Council subject to the terms and conditions of the policy.
6. Should any injury occur to you while you are acting as a volunteer of the Council you must notify your Council Supervisor immediately.
7. Any incident, which occurs in which injury or property damage to other parties may arise, must be reported immediately or as soon as practicable to your Council Supervisor.
8. If an ambulance is required to transport a volunteer, there may be costs incurred for this if the volunteer is not a member of an appropriate fund.
9. Under the terms of the *Occupational Health and Safety Act 2004*, you must follow all established practices, procedures and instructions of the Council which apply to the tasks you have volunteered to perform.
10. You are expected to perform the task you have volunteered for with all due care, skill and diligence.
11. Do you have any medical condition that may affect your volunteer work? If so, please specify:
.....
12. I understand I must comply with all aspects of the ***Information Privacy Act 2001*** and all information learnt by me in my role as a volunteer remains confidential.

I confirm that I have read and understand the above-mentioned conditions and the information sheet.

Volunteer (Print Name): _____

Volunteer Signature: _____ **Date:** _____

Council Supervisor/Manager (Print Name): _____

Council Supervisor/Manager Signature: _____ **Date:** _____



All KidsFest Volunteers will be provided with snacks & refreshments. Volunteers who are rostered for more than 5 hours will also be provided with a lunch voucher. As a KidsFest Volunteer you will be provided with a uniform as part of our appreciation of their contribution to the festival.

Please complete this form and send it to:

**SPC KidsTown
KidsFest Volunteer Program
Locked Bag 1000
Shepparton VIC 3632**

or: Fax to 03 5821 2172

or: E-mail to kidsfest@kidstown.org.au

For further information contact KidsTown on (03) 5831 4213

In completing this form, you will be providing 'personal information' as defined under the *Information Privacy Act 2001*. The Council is collecting personal information for the purpose of registering you to be a volunteer at KidsFest. The information will only be used for the purpose it was collected and will not be disclosed to any other organisation unless required to do so by law.

Volunteers Name:	Date
Signature:	
Permission to participate – Parent / Guardian's (Under 16 years only)	
Guardian's Name:	Date
Signature:	

Office Use Only:
Day: (in order of preference)
Time: (in order of preference)
Roster sent: (date)



Kidsfest Volunteer Area Descriptions

Main Entry Meet and Greet: Welcoming patrons when they first arrive at KidsFest. Handling entry fees, answering customer enquiries and general clean up of the area.

Animal Farm: Greeting customers at entry, assisting with small children patting animals, feeding animals, general clean up of the area and helping Farmer's with a variety of tasks when needed.

Lego Display: Supervise display, assist with interactive Lego display, customer service, and general clean up of the area.

Arts and Crafts Program: Assist children with their craft, hot glue guns, providing supplies and general clean up of the area.

Catering: Preparing food and drinks for volunteers. This involves cooking BBQ for lunches each day as well as general clean up of the area.

Set up of KidsFest in the days prior to the event: Lending a hand where ever it is needed. Jobs could include setting up the car park, helping the operations team with the logistics and gardening.

Face painting: Painting children's faces from a set of face paint guides. A trainer session will be available and assistance on the day from staff. Customer service and general clean up of the area.

Stage and Mascots: Rotating from stage assistant to mascot supervisor and participating by dressing up in costume.

Train Station: Greeting customers, taking tickets, and general clean up of the area.

General Admin of the volunteer's tent: Assist staff with induction, handing out of volunteer goodie bags, general clean up of the area.

Sport's- Program Support Area's: Supervise and participate in activities in each of the sporting zone's.

Survey's throughout the festival: Conducting postcode surveys and tourism surveys throughout the event.

- **Please note: All areas will have a duty supervisor present at all times to assist volunteers with any questions and help when needed.**