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| --- | --- |
| **Resource Name** | Emergency Relief Volunteer Information Record |
| **Related Documents and/or Information** | * Your organisation’s HR Policies relating to required checks (eg Police Check) and ongoing training/qualifications * Your organisation’s Volunteer Management Policy (or similar) |
| **Version 2.0** | 24 May 2018 |

**About this document**

This document is part of a suite of resources developed by Matrix to assist organisations delivering Emergency Relief services in Australia. We gratefully acknowledge the generous assistance provided by the following organisations, who provided examples of their own documents to inform the development of this set of resources.

**Community Information and Support Victoria - CISVic**

**Lutheran Community Care SA/NT**

**Using this document**

This resource is intended to provide a starting point for the development of appropriate Emergency Relief service forms, policies, procedures, processes and other documents. It is provided as a ‘white label’ template, which means that it may be customised to suit the needs of your organisation. Text in *italics and highlighted in blue* indicates customisation is required. Matrix strongly recommends that the whole document is carefully reviewed to ensure that the details are compliant with your organisation’s funding agreements, contracts, service standards and policies. We have kept formatting to a minimum, as your organisation may require specific formatting to be applied to the final document.

Your organisation’s decision making or delegation policies and procedures should be followed to ensure appropriate approvals are obtained.

It is good practice to review and update any formal documents on a regular basis. We have included a ‘document review’ field in the footer of this document for this purpose.

Please contact Matrix on (freecall) 1800 628 749 or mobct.com.au if you have any questions or problems using this resource.

*Delete this cover page after reading*

# **Emergency Relief Volunteer Information Record**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please fill out the sections of this form that are ticked below:**

**□ 1. Update of Volunteer Details**

**□ 2. Active Status**

**□ 3. Update of Training / Screening Check**

**1. Update of Volunteer Details**

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Family Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suburb: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_\_

Phone: (home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mobile) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year commenced volunteering: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Active Status**

If we’ve asked you to complete this section, it’s because we would like to confirm if you are still an active volunteer with (*insert organisation name*). To confirm that you are an active volunteer, please tick ‘Yes’ below. If you do not wish to continue volunteering, please tick ‘No’ below.

***I wish to maintain active status as a volunteer with (insert organisation’s name):***

**□ YES □ NO**

If we don’t hear back from you we will assume that you have stopped volunteering. This can be corrected and updated at any time in the future.

If you tick ‘Yes’ on this form but do not actively volunteer for a six-month period, we will assume you’ve stopped volunteering unless you have contacted your Volunteer Coordinator about this. There is no problem with taking a break from volunteering, and you can come back at any time.

**3. Update of Training / Screening Check**

Our records indicate that you require the following to remain an active volunteer with *(insert organisation’s name)*:

□ Updated National Police Certificate Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Volunteer Induction/Orientation Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Safe and Respectful Workplace Training Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please liaise with your Volunteer Coordinator to discuss the means of obtaining this required training / check.

If you have the check or required training(s) please let us know when these occurred so that we can update your details.

A National Police Certificate can be obtained free of charge by contacting your Volunteer Coordinator for an application form.

Induction and Safe & Respectful Workplace Training are essential minimum requirements for all staff and volunteers. This training is offered free of charge and can be made available at days and times suitable to you.

If you need to complete Induction and / or Safe & Respectful Workplace Training, please indicate days and times of the week that you would be available for training. Both of these training sessions take a half-day to complete and can be delivered together as a full day training.

□ Monday Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Tuesday Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Wednesday Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Thursday Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Friday Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Saturday Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Thank you for taking the time to complete this form.***

***Your ongoing commitment to (insert organisation’s name) is highly valued.***