

TEMPLATE:

REGISTRATION FORM AND AGREEMENT FOR SPONTANEOUS VOLUNTEERS

Volunteer Registration Information	
Name:	
Address:	
Phone Number:	
Email:	
Emergency contact name:	
Emergency contact phone:	
Emergency contact email:	
Medical and Dietary Concerns	
Do you have any injuries or health conditions that might affect your ability to volunteer? If yes, please provide details below, including information on how we can support you.	
Do you have any special dietary requirements?	
Is there anything else that would be useful for us to know about you?	
Licences, Qualifications and Checks	
Do you have a current Police Check?	
Do you have a current Blue Card?	
Do you have a current Driver Licence?	
Do you have any other relevant qualifications?	
Volunteer Position Description	
<i><Insert the position description></i>	

Volunteer Agreement

Volunteers are an essential and valued part of the team at [insert organisation].

This Agreement tells you what you can expect from us, and what we can expect from you.

This Agreement is made between [insert organisation name] and [insert volunteer name].

Commencement date:	
Position:	
Assignment period:	
Team Leader:	

[insert organisation name] will:

- Introduce you to how [insert organisation name] operates and your role.
- Explain [insert organisation name]'s role in response to the emergency and how your role fits in.
- Provide you with a written position description so you understand your role and the tasks you are authorised to perform.
- Provide you with an induction and any other training necessary for your role including:
 - *[List any training specific to the role]*
- Assign you a Team Leader who will be available to answer questions.
- Effectively brief and de-brief you to ensure you fully understand the potentially changing situation in regard to the event being responded to.
- Comply with our obligations under the Work, Health and Safety Act.
- Protect your privacy and confidentiality.*
- Reimburse you for pre-approved out-of-pocket expenses.
- Provide you with Volunteer Personal Accident Insurance whilst you are carrying out duties on behalf of the organisation in accordance with your position description.**
- Apply our complaints procedure should the need arise.

[Insert any other expectations a volunteer can have of your organisation]. [insert volunteer name] will:

- Abide by the [insert organisation name] code of conduct and other policies and procedures.
- Work reliably in accordance with my position description.
- Advise my Team Leader if I am unavailable or unable to carry out any specified duties.
- Comply with my obligations under the Work, Health and Safety Act.
- Undertake training as required.
- *[Insert any other expectations your organisation has of volunteers]*

**If your organisation is required to comply with privacy laws (or chooses to comply as a matter of best practice), make sure you follow your privacy law obligations when collecting personal information about volunteers in this form.*

***Ensure you clarify the insurance coverage for spontaneous volunteers and list in the section at the end the exact coverage.*

Additional information specific to your organisation to include

It is important to include information on the following topics at the end of a volunteer agreement specific to your organisation:

- Details of your personal accident insurance. Be explicit about what the insurance covers and what it does not. Note any limits on liability of the insurance, including those based on age. Note any events that are unlikely to be covered by insurance.
- Details on privacy and confidentiality (if relevant to the role), noting that the volunteer is bound by legislation and policies and procedures. If volunteers are likely to be given access to confidential information or personal or sensitive information about third parties you should consider including further details in the agreement about privacy and confidentiality, for more information: <https://www.nfplaw.org.au/volunteers>
- If volunteers are likely to be developing material, ideas or content as part of their role, you should consider whether you need to own the intellectual property in the materials, ideas or content, for more information: <https://www.nfplaw.org.au/volunteers>
- Consent to use photographs and images.

Declaration and Signature

- Include a declaration at the bottom of the agreement that the volunteer signs to say they have read and understood the content.