



Light and Love Home Volunteer Form

Address: PO Box 448, West Ryde, NSW 1685, Australia
Email: volunteer_sydney@lightandlovehome.org
Website: <http://sydneynew.lightandlovehome.org/>

Full Name:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (dd/mm/yyyy):	
Home Address:	
Email Address:	
Contact Number:	Mobile: Home:
School / University:	

Emergency Contact Person	
Name:	
Relationship:	
Contact Number:	Mobile: Home:

Education	
Highest Education:	
Professional Area:	

Volunteering Experience:	
Do you have any volunteering experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what volunteering experience did you involve?	



Light and Love Home Volunteer Form

Skills	
Area of interest in teaching Subject:	Musical instrument Type:
Sports/Interest Type:	Computer skill Software: Specific IT skills:
Language & dialect Written: Verbal:	Other skills; e.g. artwork design, webpage maintenance
Area of interest: e.g. Arts & Craft, Sports, Dancing	

Working with Children Check A Working with Children Check (WWCC) is a prerequisite for anyone in child-related work in NSW who is 18 years old and above.
Have you applied for a WWCC? <input type="checkbox"/> Yes Please provide your WWCC number: _____
<input type="checkbox"/> No Please complete this check through this website: https://wcccheck.cyp.nsw.gov.au/Applicants/Application and provide your WWCC number.

How did you hear about us?
<input type="checkbox"/> Friends <input type="checkbox"/> Website <input type="checkbox"/> Social media (e.g. Facebook, Instagram, etc.) <input type="checkbox"/> Promotional material (e.g. posters, flyers, etc.) <input type="checkbox"/> Others (Please specify): _____



Light and Love Home Volunteer Form

Volunteer Agreement

I/ parent(s)/legal guardian acknowledge that Light and Love Home (LLH) programs entered into by myself/my child contain an element of risk and I/my child must take reasonable care whilst participating in any LLH programs.

I/parent(s)/legal guardian agree that LLH will not be liable for the following when I/my child attend and participate in LLH programs:

- any injuries sustained
- any loss or damage to property owned or possessed
- any acts or omissions, negligence or fault of any person in LLH

For members under 18, I/parent(s)/legal guardian understand that there may be a restriction to the volunteering opportunities available, as some organisations may impose age restriction for participation of their programs.

Applicant (18 years and over)

____ / ____ / ____
Date

Parent/Guardian (for applicant under 18)

____ / ____ / ____
Date



Membership Consent Form

Have you ever been convicted of a criminal offence for which a pardon has not been granted?

- Yes No

Are you willing to submit to a criminal records check?

- Yes No

CONSENT FORM OF MEDICAL TREATMENT

- 1) I hereby give consent to be taken to the emergency room by LLH, and their affiliate organizations for any medical emergencies
- 2) I hereby give consent to receive first aid treatment administered by LLH members as needed
- 3) I understand that LLH and their respective workers and volunteers are NOT responsible for any medical care costs incurred during treatment or during participation in their programs

RELEASE OF LIABILITY

I recognize that there are some elements of risk in the programs I am involved in. I hereby release LLH and their respective workers and volunteers from any liability for claims for injuries or property loss arising from my attendance and participation in their programs, and further, should it be necessary, I agree to indemnify LLH and do not hold them accountable from any such claims.

OCCUPATIONAL HEALTH AND SAFETY

All reasonable steps will be undertaken to provide volunteers with a workplace complain with OH&S standards. All volunteers are covered by LLH insurance.

Volunteers have health and safe duties to:

- 1) Take reasonable care for my own health and safety
- 2) Take reasonable care to ensure I don't affect the health and safety of other people e.g. other volunteers or members of the public they may be assisting
- 3) Comply, so far as I am reasonably able to, with instruction given to them by LLH
- 4) Cooperate with suitable policies or procedures that LLH provides



Light and Love Home Volunteer Form

PERMISSION

I hereby grant full permission to LLH for the free use of any photograph, video footages or feedbacks collected during the programs and have it to be used for promotional purposes.

CONFIDENTIALITY

It is understood that all documents, tools or any other work produced by/for LLH remains the property of the organization. Therefore, I will not disclose any confidential information, data or materials related to the organization during or at any time after the commencement of this agreement.

CODE OF CONDUCT

- 1) I understand that I am expected to take direction from supervisors and adhere to LLH policies and procedures.
- 2) I will, at all time, conduct myself in a professional manner with all co-workers and clients. In this regard, LLH will not tolerate any violence and/or any kind of abusive behaviour, including sexual and otherwise, from any member or volunteer towards any other individual. Violent or abusive behaviour, on or off duty, may result in dismissal.

I understand that the use of LLH computer network, Internet, telephone, photocopier, software, etc., as tools in the completion of assignments/projects/jobs, must be authorized by LLH supervisors.

- 4) I have read and agreed to conduct my volunteer work in accordance with the LYNC Volunteer Code of Conduct.

I will commit myself to responsibly fulfil all my volunteer duties assigned to me. I recognize that LLH reserves the right to terminate my membership for any misconduct and behaviour that is against the organization's Code of Conduct and violates their confidentiality policy. I, undersigned, have read and understand all the information in this form and I agree to conduct my activities in accordance with its contents.

I hereby certify the information I have provided are correct. I have read and understand all the information in this form and accept the volunteer agreement.

Applicant (18 years and over)

_____/_____/_____
Date



Light and Love Home Volunteer Form

Parent/Guardian (for applicant under 18)

____/____/____
Date

Office Use	
Application Intake Date (mm/yyyy):	Interviewer:
Comments/Remarks:	



2018 events – please tick below your availabilities/interest:

Mother's Day Celebration

13/05/18

Sunday Afternoon Activities (SAA)

20/05/18 – 10/06/18

05/08/18 – 26/08/18

28/10/18 – 18/11/18

Kids/Youth Clubs

11/07/18 – 13/07/18

Father's Day Celebration

02/09/18



VOLUNTEER GUIDELINES

REFERENCE LETTER / VOLUNTEERING HOURS

Volunteers may request the following within **THREE months** upon completion of 20 hours of volunteer work.

- High school volunteers: Volunteer hours letter
- Post-secondary and other volunteers: Reference letter

Reference letters/volunteering hours will be released only with the recommendation of the volunteer supervisor/ coordinator.

GENERAL RULES AND RESPONSIBILITIES

- A. **Be punctual** and follow your volunteering schedule
- B. **Show respect to others** Respect the rights of others. Threats, **harassment***, or violence of any kind will not be tolerated.
- C. **Keep your surrounding environment clean** by picking up after yourself and using the garbage bins. No chewing gum.
- D. **Use appropriate language** at all times. Profanity will not be tolerated.
- E. **Deliberate destruction or damage** of the properties of LLH and its affiliated organizations will be dealt with strictly. Guilty parties **will be held responsible** for all costs.
- F. **Observe proper conduct** in all LLH events, volunteering work and any LLH related activities.
- G. **Treat others and their belongings as you would like yourself and your belongings to be treated.**
- H. **Use Good Common Sense** Common sense will dictate many things that are unacceptable at LYNC. Some examples are:
 - 1. No drugs or alcohol in or around volunteering premises. No gang related symbols or icons.
 - 2. Do not carry weapons of any kind.
 - 3. Wear appropriate clothing, no tank tops or very short shorts.



Light and Love Home Volunteer Form

4. Be a good citizen by being responsible and honest at all times.
5. Conduct yourself in a safe and responsible manner at all times.
- I. **No smoking anywhere within the volunteering premise while volunteering with LLH.**
- J. **Parking** – ONLY use designated parking spots. Please ask LLH coordinators.
- K. **Photo taking is not permitted with any devices unless authorized by LLH coordinators.**
 - * Harassment means verbal or physical conduct, directed at a specific person which causes substantial distress to that person, and serves no purpose but to cause such distress. Such behaviour includes, but is not limited to:
 1. Words, gestures, or actions, the natural consequence of which is to humiliate, alarm or abuse another person.
 2. Discriminatory conduct based upon a person's race, colour, ancestry, place of origin, political beliefs, religion, physical or mental disability, sex, physical appearance or health.
 3. All people have the right not to be touched, teased or humiliated.

If you have any further questions or would like to request for a reference letter please send your request to volunteer_sydney@lightandlovehome.org.