

Volunteer Registration Form

CONFIDENTIAL

PERSONAL DETAILS

Given Names: _____ Surname: _____

Date of Birth: _____ Male Female

Residential Address: _____

Postal Address: _____

TELEPHONE: _____ MOBILE NO: _____

EMAIL: _____

EMERGENCY CONTACT:

Name: _____

Telephone: _____

Address: _____

Relationship: _____

Doctor/Clinic: _____ Telephone No: _____

VOLUNTEERING DETAILS:

Have you been a volunteer before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify:			
Are you currently?	<input type="checkbox"/> Employed	<input type="checkbox"/> Student	<input type="checkbox"/> Retired	<input type="checkbox"/> Other:
SKILLS: <i>Please list any relevant skills or qualifications and</i> INTERESTS <i>Please list any areas of interest as a volunteer</i>				
MEDICAL: Do you have any medical conditions, allergies or disabilities or past injuries that may affect your participation?	Yes	No		

Signed: _____ Date: _____

Role description and details

Volunteer, performing the following role:

□ [Enter tasks and responsibilities]

What you can expect when volunteering at National Trust of South Australia (NTSA)

NTSA values its volunteers and we will endeavour to provide you with:

- a written description of your role so that you can understand the tasks you are authorised to perform as a volunteer.
- an induction, orientation and any training necessary for the volunteer role.
- a safe and healthy environment in which to perform your role.
- a supervisor, so that you have the opportunity to ask questions and get feedback.
- reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us.
- insurance to cover you for the volunteer duties you are authorised to perform.

What National Trust of South Australia asks of its volunteers

We ask that you:

- support NTSA aims and objectives.
- participate in all relevant induction and training programs.
- operate under the direction and supervision of nominated staff and obey reasonable directions and instructions.
- understand and comply with the organisation's policies and procedures; including anti-discrimination, health and safety and confidentiality.
- notify your supervisor or another member of staff of any hazardous situations that pose a risk to you or others; and report any accidents or incidents relating to staff, volunteers or plant and equipment.
- behave appropriately and courteously to both the staff and the public with whom you interact in the course of your role.
- use any property or equipment given to you in your role only for purpose of the job and return it to the organisation when you finish your volunteer role.
- let us know if you wish to change the nature of your contribution to NTSA (e.g. hours, role) at any time.
- be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

Contact person

Your contact person at NTSA will be [name, phone number, email@nationaltrustsa.org.au]

Expenses, Insurance, Confidentiality and Intellectual Property Agreement

Volunteer Expenses

As a volunteer, National Trust of South Australia (NTSA) will provide you with reimbursement for any agreed out-of-pocket expenses that you incur when performing tasks associated with your role. We do this to ensure that you are not financially disadvantaged as a result of your volunteer position with us. These payments are not salary or wages. You will need to keep and produce receipts of all expenses. You must seek prior approval before incurring such expenses.

Insurance

We are committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering roles that have been approved and authorised by us. NTSA has public liability insurance for all volunteers.

Confidentiality

Volunteers are required to maintain confidentiality regarding information involving the organisation, the volunteer program, paid staff and other volunteers. Information must not be disclosed to anyone outside the organisation or to others within the organisation, unless express permission is given to do so by an appropriate authority.

Intellectual Property

Intellectual property created by volunteers in the course of voluntary work with the National Trust of South Australia (NTSA) is the property of NTSA. This includes written material such as reports, research papers, publications, as well as databases, website material, software, artwork, photos, audio and video.

As the copyright owner, the NTSA is free to allow the re-use and/ or alteration of the material generated by this project for commercial and non-commercial uses, without notifying the volunteer. The NTSA may authorise the use of the material by other licensees without notifying the volunteer. In granting the ownership of copyright to the NTSA, the volunteer waives any right to license the material to any other user, and waives the right to any royalties arising from their commercial use.

In accordance with Australian copyright law, the volunteer retains moral rights in relation to this material. Thus the volunteer will be recorded as their creator, and, where practical, attributed authorship.

Please sign to acknowledge your acceptance of the above.

Volunteer name:

Volunteer signature _____

Date _____