



Dear Wonderful Volunteer,

Thank you for assisting Wollangarra. Each year Wollangarra provides hundreds of young people with a life changing experience because of people like you being generous with time and skills. We believe that you have the opportunity to get a lot out of your experience with us. Please take your time reading this information and call us with any queries.

Dates

FROM

TO

Once your volunteering dates are confirmed with the Director, we are factoring in your assistance to our ratios. Therefore it is essential that you give us as much notice as possible if you cannot attend. It would be great if you could make it up the evening before the course arrives to be a part of the course roster process, meet the staff and receive important information about your role. Please give us a call to advise of your estimated arrival time or if you need assistance with transport arrangements.

Respect

As a volunteer leader you become part of the Wollangarra staff team for that week and as such we ask you to respect Wollangarra as your own home and also as ours. This includes a respectful attitude towards the young people and other visitors that come to Wollangarra. transport arrangements. Please make yourself familiar with the attached behaviour policy.

Transport

Wollangarra can pick you up from Heyfield. Otherwise you can drive your own vehicle. Transport reimbursement will be given to volunteers that stay for three weeks or longer.

Equipment

You are welcome to use any of the Wollangarra hiking equipment or your own if you prefer (however Wollangarra cannot be held accountable should there be any damage or loss to your personal equipment). Please refer to the 'What to bring list'.

Machinery

The tractor, pump, chainsaw or any other machinery on the flat is to be used by current Wollangarra staff only.

Insurance

You are covered under our General Property Insurance for any Wollangarra related accidents. However this does not include Ambulance Cover, which we strongly recommend you obtain before joining us. You are covered for this if you have a current Centrelink health care card.

Working with Children Check

By law everyone who works with young people must now have a Working with Children Check. You must have at least applied and have a receipt. You can find and submit forms at any Post Office and it is free for volunteer purposes. You must supply a photocopy.

Medical/Dietary

Please fill out a Medical Form and bring two copies of it with you. Please bring all personal medications with you. We can accommodate for dietary requirements however we would appreciate at least a weeks notice to prepare.

Authorisation

FULL NAME

ADDRESS

POSTCODE

EMAIL ADDRESS

SIGNATURE

MOBILE

Checklist

- | | |
|---|--|
| <input type="checkbox"/> Checked the "What to bring list" | <input type="checkbox"/> Filled out a Medical Form and sent two copies |
| <input type="checkbox"/> Read the Wollangarra Behaviour Policy | <input type="checkbox"/> Notified Wollangarra of any particular dietary requirements |
| <input type="checkbox"/> Photocopied Working with Children Check (or receipt) | <input type="checkbox"/> Printed and signed form |

Thank you for your time. It is greatly appreciated!

Wollangarra, Licola, 3858
03 5148 0492

Clare Easton, Wollangarra Director

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