



## KWINANA VOLUNTEER CENTRE MEMBERSHIP

Thank you for your enquiry regarding membership of the Kwinana Volunteer Centre. The centre is funded by the City of Kwinana to support and promote volunteering in Kwinana and surrounding areas.

Our service is available for all volunteer-involving organisations, and clubs whose purpose is for the common good. Registration provides many valuable and rewarding benefits.

We are primarily a referral service, designed to make it easier for agencies to find volunteers. We will enter your volunteer positions into our database and refer interested members of the public to you. It is important to note that, while we endeavour to achieve a good match between volunteers and agencies, we refer prospective volunteers, we do not recommend them. Please apply all your usual screening procedures before accepting their volunteer service.

As a member you are entitled to have as many volunteer positions as you require on our database. Please fill out the attached **VOLUNTEER POSITION FORM** and return it to us. If you have more than one position, please copy the form and fill out a separate form per position.

As soon as we have your organisation and insurance details, we can begin referring interested volunteers to your agency.

To qualify for membership, you need to be a not for profit organisation, and be able to provide proof of volunteer insurance, this includes both Public Liability and Personal Accident Insurance. We will need to obtain your annual Certificate of Currency, whilst registered with Kwinana Volunteer Centre.

Having the following on hand will assist you during your registration process:

- Your organisation's purpose – shows potential volunteers why your cause is important
- Details of programs or services that you offer
- Your ABN (if you have one)
- Insurance details including Public Liability and Volunteer Personal Accident Insurance

Once your organisation is registered with the Kwinana Volunteer Centre; prospective volunteers can apply for your volunteer role from the website. The Kwinana Volunteer Centre use various websites to advertise your position.

When a volunteer expresses interest in an advertised position, they are provided with the contact details of your opportunity. You will receive an email with the volunteer's contact details. It is then up to your organisation to liaise with the potential volunteer and arrange a meeting to discuss their suitability for the position.

Please remember to keep us informed of your needs.

I look forward to a long and rewarding association with you.

Kind Regards,

**Tanya Sander**

*Volunteer Centre Coordinator*

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## Application for Organisational Membership

<b>Name of Organisation</b>		
Trading as <i>(if applicable)</i>		
Sector <i>(eg aged, health, youth, sports)</i>		
Street Address		
Suburb		Postcode
Postal Address <i>(or 'as above')</i>		
<b>Main Contact Name</b>		
Position		Phone Work
Mobile		Email
Website address		
Second Contact Person Name		
Position		Phone
Email		
<b>Insurance details</b> <i>(essential and evidenced by a Certificate of Currency for each policy)</i>		
Are there age limitations? ie over 18/16		
Volunteer Personal Accident Insurance		
Insurer	Policy number	Expiry date
Public Liability Insurance		
Insurer	Policy number	Expiry date
<b>Volunteer Opportunities</b> <i>(please list currently vacant or filled)</i>		

## Agreement of Applicant Organisation

I/We Certify that:

We are a not for profit organisation.

Our organisation holds both Volunteer Personal Accident and Public Liability Insurance.  
Certificates of Currency are attached.

We agree to inform The Kwinana Volunteer Centre of any change in our status of our insurance coverage.

We declare that the organisation complies with current Work Health and Safety legislation

We agree to adhere to the National Standards for Involving Volunteers in Not-For-Profit Organisations  
(available from [www.volunteeringaustralia.org](http://www.volunteeringaustralia.org))

We understand that the Kwinana Volunteer Centre does not carry out police checks, references or health checks when referring potential volunteers; and that it is the responsibility of your organisation to carry out such screening of volunteers as part of your selection process.

Signature

Print Name

Position

Date

Please return to:

Kwinana Volunteer Centre

PO Box 21, Kwinana WA 6966

email: [tanya.sander@kwinana.wa.gov.au](mailto:tanya.sander@kwinana.wa.gov.au)

or [volunteering@kwinana.wa.gov.au](mailto:volunteering@kwinana.wa.gov.au)