



Membership Pack For Organisations



Engaging with volunteers



**VOLUNTEER
RESOURCE CENTRE**
Manawatu and Districts



Recognise... Celebrate... Participate... Recognise... Celebrate... Participate...

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Volunteer Resource Centre
Manawatu & Districts
Horowhenua Outreach

Te Takere
10 Bath Street
Levin
5510

0800 865 2687
0220 279 774

info@vrcmanawatu.org.nz

www.vrcmanawatu.org.nz

www.facebook.com/vrchorowhenua



Volunteer Resource Centre
Manawatu & Districts

Ground Floor
Hancock Community House
77 King Street
Palmerston North
4410

0800 865 2687
06 354 6027

info@vrcmanawatu.org.nz

www.vrcmanawatu.org.nz

www.facebook.com/vrcmanawatu





**Membership Pack for not-for-profit organisations
and projects which involve volunteers**

INTRODUCTION

The Volunteer Resource Centre Manawatu & Districts (VRCMD) refers volunteers to available voluntary work of all types, and provides information and training in all aspects of volunteering.

Voluntary work is done of one's own free will, unpaid, for the common good
He mahi aroha te mahi tūao, he mahi hei painga mō te hapori, he mahi kore utu

As a member, your organisation receives a comprehensive service, which includes

- free referral of potential volunteers (including groups of employee volunteers)
- free information and consultancy on involving and supporting volunteers
- access to support and training for coordinators of volunteers, with discounts where applicable
- free access to information through our regular newsletter, our website and our in-house/ on-line library
- free access to Volunteer Co-ordinators' Network
- access to events organised to promote and support volunteers in our community
- free online log-in to our database and links to volunteer related research and information
(Coming soon: facility for organisations to load and alter roles, search skill bases and provide feedback.)
- media opportunities

We expect member organisations will (where appropriate)

- budget funds for volunteer expenses and recognition
- provide ongoing supervision for volunteers
- provide ongoing access to support and training for volunteers
- provide role descriptions for all workers
- place volunteers in work which should not be paid, or has not been paid, in the last twelve months
- only reimburse volunteers for actual expenses incurred e.g. mileage, bus fares etc. (Other payment can confuse a volunteer's status by implying that the work which they do is low waged rather than voluntary in nature.)
- implement policies and procedures to ensure the safety and well-being of volunteers and the organisation, including
 - Health and Safety
 - Privacy
 - Conditions of engagement of volunteers and paid staff
 - Finance
- treat all volunteers equally regardless of race, gender, disability, sexual orientation, marital status, age, or religion
- be accepting of volunteers and their particular belief system.

Annual Membership Fee

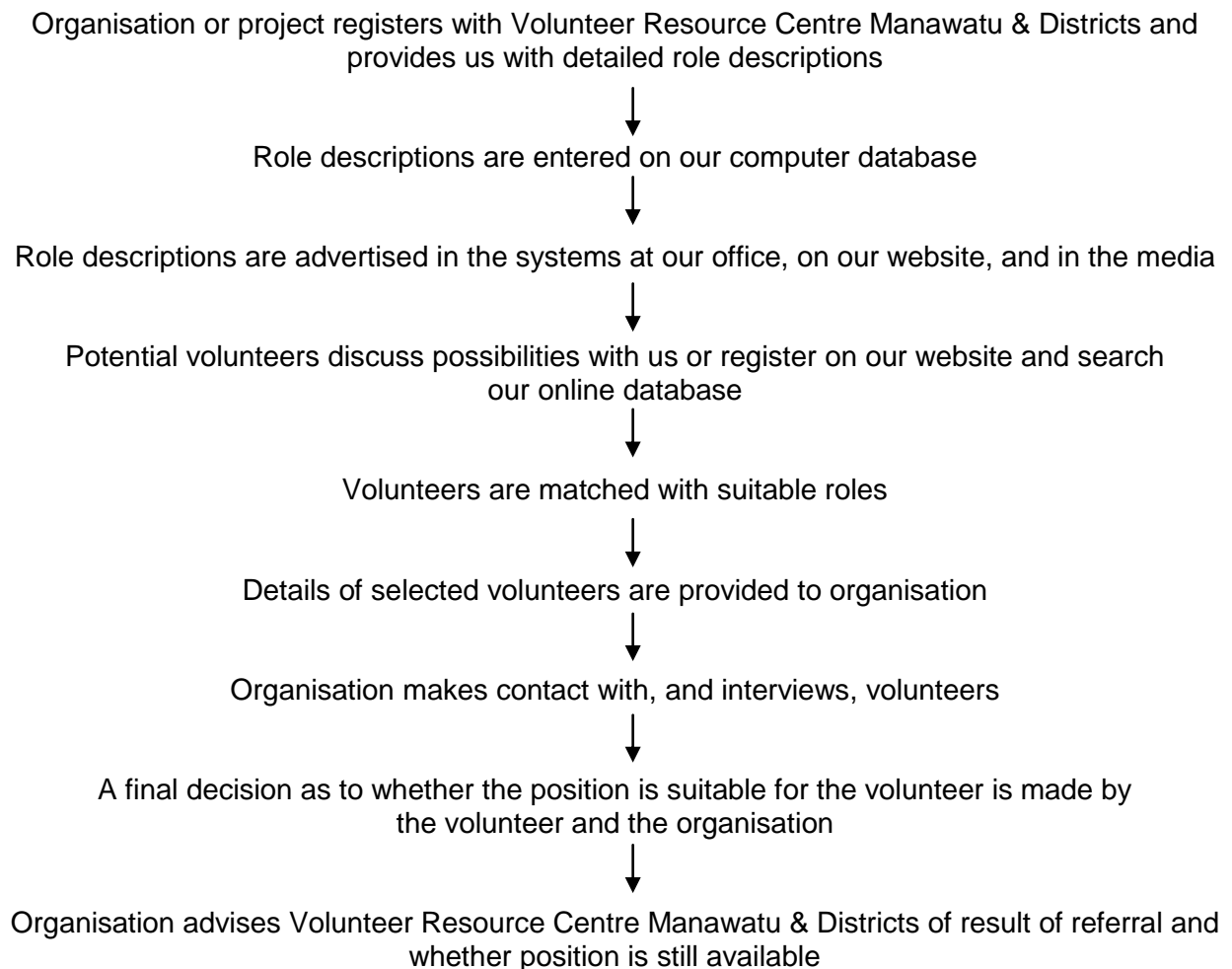
The annual membership fee will be set at the Volunteer Resource Centre Manawatu & Districts Annual General Meeting. The financial year ends on the 30 June. Please refer to the invoice in this pack for our fee scale.

Business or commercial fees are assessed upon application.

If payment of the fee would cause hardship to your organisation, please apply in writing to have consideration given for the fee to be waived. An invoice for the subscription follows the Registration Application form.



Referral Service flowchart



GUIDELINES FOR DECIDING IF A POSITION IS APPROPRIATE FOR VOLUNTEERS

One of the hardest decisions an organisation has is deciding what jobs/positions/roles are appropriate to be carried out by volunteers. Reaching a decision about whether work should be paid or undertaken by volunteers can sometimes be tricky. Listed below are factors that Volunteer Resource Centre Manawatu and Districts considers would make a role inappropriate for a volunteer .



Factors Which Tend To Make The Involvement of Volunteers Inappropriate.

1. Where the work is for the benefit of a profit-making organisation, whereby voluntary contributions may result in equity gains, interest or dividends to shareholders, etc.
2. Where the volunteer receives remuneration implying low-waged status rather than voluntary work.
3. Where the work will typically require more than 16 hours per week.
4. Where the work is normally considered to be the responsibility of a statutory service, e.g. nursing care, teaching etc.
5. Where the volunteer would be undertaking work which is the subject of an industrial dispute.
6. Where the volunteer would be performing tasks carried out by paid staff in the past 12 months or where their involvement would reduce the likelihood of employment of paid staff.
7. Where the involvement of volunteers would jeopardise the wages or employment conditions of paid staff.
8. Where there is a disagreement within the client agency about the nature and purpose of volunteer involvement.
9. Where there are insufficient resources to provide proper support, supervision, training and workspace for volunteers.
10. Where there is no money available to pay volunteers out-of-pocket expenses, or provide appropriate insurance cover.
11. Where the work offers no rewards to the volunteer, e.g. work is too demanding, tedious, dirty, and/or unpleasant e.g. utilising volunteers to do the work that paid staff find boring, tedious, demanding, dirty and/or unpleasant.
12. Where the work is intended to create a profit which may represent equity gain to some individual person or persons.
13. Where volunteers themselves do not perceive any value in the work, or any opportunity to achieve personal goals.
14. Where unacceptable risks to health and safety are involved, e.g. physically dangerous work, potentially violent work etc.

AGENCY ASSESSMENT OF VOLUNTEER NEEDS

Before you register with us

1. Clarify how volunteers can be involved in your organisation/project. (*Guidelines for deciding if the position is appropriate for a volunteer are included in this pack*)
2. Use the check-list below to identify tasks you would like volunteers to perform.
3. Decide if one role description will cover your needs. (*You may find that what you originally thought one volunteer could do should now be divided into several tasks.*)
4. Please retain this check-list to assist you in developing/changing job/role descriptions at a later date.

Checklist of areas in which Volunteers may work.

Tick those appropriate to your agency:

Administration

- | | | |
|---|---|---|
| <input type="checkbox"/> Accounting / Finance | <input type="checkbox"/> Administration (General) | <input type="checkbox"/> Analysis |
| <input type="checkbox"/> Data collection | <input type="checkbox"/> Data Entry | <input type="checkbox"/> Editing, reviewing |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Library work |
| <input type="checkbox"/> Newsletter collation | <input type="checkbox"/> Reception (General) | <input type="checkbox"/> Reporting |
| <input type="checkbox"/> Secretarial work | <input type="checkbox"/> Telephone work | <input type="checkbox"/> Word processing |

Personal Contact Roles

- | | | |
|--|---|--|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Befriending | <input type="checkbox"/> Counselling |
| <input type="checkbox"/> Driving (clients) | <input type="checkbox"/> Entertaining | <input type="checkbox"/> Family support (e.g.refugees) |
| <input type="checkbox"/> Financial counselling | <input type="checkbox"/> First Aid (trained) | <input type="checkbox"/> Guiding/Leading groups |
| <input type="checkbox"/> Health support | <input type="checkbox"/> Hospitality (front of house) | <input type="checkbox"/> Interviewing |
| <input type="checkbox"/> Mentoring | <input type="checkbox"/> Reading / Writing | <input type="checkbox"/> Sport (coaching, refereeing) |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Visiting | <input type="checkbox"/> Working with children / youth |

Continued

Other General Duty Roles

- | | | |
|---|--|---|
| <input type="checkbox"/> Animal Care | <input type="checkbox"/> Arts | <input type="checkbox"/> Committee member/Trustee |
| <input type="checkbox"/> Conservation work | <input type="checkbox"/> Cooking | <input type="checkbox"/> Coordinating |
| <input type="checkbox"/> Driving (e.g. courier) | <input type="checkbox"/> Event organisation | <input type="checkbox"/> Event support |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Gardening / planting | <input type="checkbox"/> Handy person |
| <input type="checkbox"/> History (Recording/research) | <input type="checkbox"/> Homecrafts | <input type="checkbox"/> Hospitality (support) |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Information gathering | <input type="checkbox"/> Iwi / Maori services |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Media | <input type="checkbox"/> Music |
| <input type="checkbox"/> Painting, repairing | <input type="checkbox"/> Photography, visual media | <input type="checkbox"/> Promotion / publicity |
| <input type="checkbox"/> Research | <input type="checkbox"/> Sales | <input type="checkbox"/> Science / Technology |
| <input type="checkbox"/> Shopping | <input type="checkbox"/> Sorting | <input type="checkbox"/> Street collection |
| <input type="checkbox"/> Writing | | |

Completing the 'Request for Volunteers' form.

Now you are ready to start completing the 'Request for Volunteers' form. This is attached or can be completed on-line at <http://www.vrcmanawatu.org.nz/organisations>

A separate role description is required for each voluntary position you have, unless you require several volunteers to do exactly the same task. Please make it sound as attractive as possible and focus on the benefits of the role to the volunteer and the community.

The position title is important – it needs to catch the attention of the volunteer.

(There is no limit to the number of role descriptions you can have on file at the Manawatu Volunteer Resource Centre.)

Please let us know if you would like one of our staff to assist you in completing your job/role descriptions.

The more detail you provide, the more likely we are to link you with a suitable volunteer.

After you have registered with us:

Agencies are requested to advise the Volunteer Resource Centre Manawatu & Districts when positions are filled.

We also request that you advise us if a position becomes available again.

We would appreciate your feedback on the suitability of volunteers being referred to you. Sometimes we may need to reword the job description.

If we can be of any assistance at all, please don't hesitate to contact us on 06 354 6027

Join us. We are here to help you!



Code of Practice for Registered Member Agencies

To promote excellence in service and maximise the quality of volunteers' experiences, this agency will

- Empower our volunteers to meet their own and our agency needs
- Offer volunteers work opportunities appropriate to their skills, experience and aspirations
- Provide volunteers with clear role descriptions and orientation to their work and the agency
- Offer training and support for volunteers to achieve personal and work goals
- Implement policies and procedures to safeguard volunteer safety and well-being
- Offer reimbursement or other compensation to cover out-of-pocket expenses
- Recognise volunteers as valued team members, with opportunities to participate in relevant agency decisions
- Provide mechanisms to acknowledge contributions made by volunteers, both governance and programme volunteers.



CHECKLIST

PLEASE BE SURE TO SEND US

- ☐ Registration form (a,b)
- ☐ Organisation release form (d)
- ☐ Invoice and payment of your annual subscription (c)
- ☐ A copy of your Constitution (or a link to the online version)
- ☐ 'Request for volunteers' form, one for each role, completed in as much detail as possible (e,f)
- ☐ Evidence of Charity Trust/Incorporated Society status**

All applications for membership are subject to approval by the Board of Volunteer Resource Centre Manawatu & Districts

These papers should be sent to (or completed online)

The Volunteer Resource Centre Manawatu & Districts
77 King Street
Palmerston North 4410

OR

Te Takere
10 Bath Street
Levin 5510

*** (Please note that from the 1st of July 2008 your organisation is required to be registered with the Charities Commission if you want to retain your charitable status. If you are not already registered please visit www.charities.govt.nz or phone 0508 242 748 for further information.)*

PROMOTING YOUR ORGANISATION

Once approval has been granted for your registration, we can help to promote your organisation.

Do you have any of these items to help with this?

Photograph/s (jpeg of good quality) of volunteers in action / at work with your organisation. Individual permission for use must accompany photos .

Photographs are used by for promotional / recruitment purposes. Please provide names of people and their role in photos. Photos will not be returned.

Brochures / posters about volunteering with your organisation and / or the services you offer, that we are able to put on display at the Volunteer Resource Centre.

Please send 10 copies of each brochure and 1 poster, if possible.

A high quality **Electronic Logo** to be placed on our Website under member organisations along with a link to your website where applicable.

Please email or provide a disc which can be returned, or a link to a website where we can locate a suitable logo.



REGISTRATION FORM

Register online:

<http://www.vrcmanawatu.org.nz/organisations/register>

Office Use Only

Date Received:

Payment Received Yes / No

Receiving Office

Date

Organisation Name

Branch/Project (if applicable)

Physical Address

Mailing Address

Website

Email

Ph Extn

Fax

A/Hrs

Mobile

Office hours

Office days

C.Com No

[This email address will be the primary contact for any correspondence regarding VRCMD Services / volunteer referrals, etc]

Aim / Mission of Organisation

Phone / Email Contacts

Board President/Chairperson

Phone Email

Executive Director / CEO / Manager:

Phone Email

Person Responsible for Volunteers

Phone Email

How much time is spent on this role? [approx. %]

☐ 0 - 15% ☐ 16% - 25% ☐ 26% - 50% ☐ 51% - 100%

Is this person paid?

Yes ☐ No ☐Full Time ☐ Part Time ☐

Hours

Are there KPIs for this role in their position description?

Yes ☐ No ☐

Is this role part of another role?

Yes ☐ No ☐

If so what is the main role/s for this person?

Location:

In which local area/s of the region does your organisation offer service/s?

☐ Palmerston North ☐ Ashhurst ☐ Longburn ☐ Linton ☐ Bunnythorpe ☐ Other

☐ Manawatu ☐ Feilding ☐ Other

☐ Horowhenua ☐ Levin ☐ Other

☐ Tararua ☐ Dannevirke ☐ Other

☐ Anywhere ☐ Work from home ☐ Other

What "TYPE" of organisation are you?

(Please mark no more than TWO)

☐ Animal Welfare☐ Arts/Cultural/Heritage☐ Church/Faith☐ Conservation/Environment☐ Disability Services☐ Education☐ Emergency Services☐ Health Services (Other)☐ Information/Advice☐ Iwi/Maori Services☐ Migrant/Refugee Services☐ Older People Services☐ Overseas Aid☐ Pacific Island Services☐ Social Justice/Law☐ Social Services (Other)☐ Sports/Recreation☐ Youth/Children Services☐ OtherHow many **paid staff** are currently working in your organisation?

Full time Part time

How many **volunteers** are currently working in your organisation?

Governance / Committee _____

Service Delivery _____

Other _____

Do you have **disability** access/toilet?

YES ☐ NO ☐

As part of your volunteer – involving programme do you ...

have funds budgeted for your programme

YES ☐ NO ☐

(e.g. for recruitment, training, supervision, recognition, etc)

have policies for volunteer involvement in your organisation

YES ☐ NO ☐

have risk management policies for volunteer involvement

YES ☐ NO ☐

provide a written role description of duties

YES ☐ NO ☐

conduct a formal interview

YES ☐ NO ☐

provide orientation training

YES ☐ NO ☐

provide supervision for your volunteers

YES ☐ NO ☐

evaluate the volunteer's performance

YES ☐ NO ☐

review your volunteer programme/s including role descriptions annually

YES ☐ NO ☐

have insurance cover for your volunteers

YES ☐ NO ☐

reimburse volunteer expenses

YES ☐ NO ☐

(e.g. bus fares, car parking, child care, petrol)

If yes, please specify _____

Can the VRCMD give your organisation details to people who are undertaking court enforced community service?

YES ☐ NO ☐

Please note – these potential volunteers would not be formal referrals from the Volunteer Resource Centre Manawatu & Districts, and would not be registered as volunteers or referrals with us. They would be provided with a list of organisations who have indicated they are willing to consider them in their current circumstances.

What are the **benefits/rewards for volunteers** working for your organisation? Why should volunteers choose to offer their skills/time/energy to your organisation?

What types of **recognition** (and when) do you offer your volunteers?

THE PRIVACY ACT 1993

The Volunteer Resource Centre Manawatu & Districts undertakes to collect, use and store the information provided on this form according to the principles of the Privacy Act 1993. The information will be used by The Volunteer Resource Centre Manawatu & Districts in recruiting and referring potential volunteers to the organisation as well as for statistical, funding and administrative purposes within The Volunteer Resource Centre Manawatu & Districts.

I / We understand that final acceptance, orientation, training and placement of referred volunteers from The Volunteer Resource Centre Manawatu & Districts will be the responsibility of our organisation.

Signed _____ Name _____ Date _____



INVOICE

MEMBERSHIP REGISTRATION
FOR PERIOD 01/07/17-30/06/18

Please send your payment with this invoice to:

The Volunteer Resource Centre Manawatu & Districts
77 King Street
Palmerston North 4410

TAX INVOICE GST no. 92 283 496

Subscription enclosed for _____
Organisation Name

Payment type _____

The new Fee Structure valid from 1 July 2017 to the 30 June 2018 is:

- | | |
|--|----------|
| <input type="checkbox"/> Income up to \$49,999 | \$50.00 |
| <input type="checkbox"/> Income between \$50,000 and \$299,999 | \$75.00 |
| <input type="checkbox"/> Income greater than \$300,000 | \$100.00 |
| <input type="checkbox"/> Fee on request - for Associate Members (Government departments, businesses, units, school or programs which directly involve volunteers and support the objectives of the VRCMD, or organisations who refer their clients to the VRCMD in the course of their business). | |

Please note, if your organisation is the head of many subsidiaries or small branches, we encourage you to join, but also ask that each subsidiary/branch joins individually as to ensure we can support the needs of each group with understanding and without confusion.

Should you wish to pay by direct credit, our account details are
Westpac, Broadway Avenue Palmerston North – Account no. 03 0726 0800568 00
Please advise us of the date and amount of direct credit, using your organisation name as a reference.

If you join after the 1 January your membership fee is halved – IE: normally \$50 after 1 January = \$25.

If payment of the fee would cause hardship to your organisation, please apply in writing to have consideration given for the fee to be waived

If you require a formal invoice please email manager@vrcmanawatu.org.nz for a system generated form to be sent to you.

DEFINITION OF VOLUNTEERING

Voluntary work is done of one's own free will, unpaid, for the common good
He mahi aroha te mahi tūao, he mahi hei painga mō te hapori, he mahi kore utu

**ORGANISATION RELEASE FORM**

1. We (Organisation Name) _____ understand that the volunteers referred to our organisation from The Volunteer Resource Centre, Manawatu & Districts are recommendations of referral only. At no time does any referral of a potential voluntary person imply a recommendation for specific applicants on the part of Volunteer Resource Centre, Manawatu & Districts.
2. Our organisation _____ accepts the responsibility of evaluating the applicants for appropriate placement /matching to voluntary roles within our organisation, including the undertaking of any necessary background checks.
3. The final decision on the placement / matching of the volunteer to voluntary roles within our organisation rests with our organisation
4. Our organisation _____ undertakes to provide all accepted applicants with appropriate training, supervision and support to ensure a worthwhile experience in volunteering for our organisation.
5. In consideration for referring prospective volunteers to meet the needs of the undersigned organisation, the undersigned organisation hereby voluntarily assumes all risks and hereby releases and discharges The Volunteer Resource Centre, Manawatu & Districts from any claim, liability or demand of any kind which may arise as the result of action, or failure to act, of any prospective volunteer referred by The Volunteer Resource Centre, Manawatu & Districts to the undersigned organisation.
6. We _____ agree to notify The Volunteer Resource Centre, Manawatu & Districts of any changes to the signatories to this document within 4 weeks of any changes.

Legal Registered Name of Organisation _____

Charities Commission Registration Number CC _____ (if registered)

Please PRINT clearly

Chairperson:

Name: _____ Signed: _____ Date: _____

Executive Director / CEO / Manager:

Name: _____ Signed: _____ Date: _____

Person Responsible for Volunteers [if different to above]

Name: _____ Signed: _____ Date: _____

NB: In signing this form all persons named above have read, understood and agreed the above. Signing this form does not guarantee membership of the Volunteer Resource Centre Manawatu & Districts.



REQUEST FOR VOLUNTEERS

To assist us in an appropriate referral, please fill in this form completely OR ask us about completing this online. You may also attach a separate Job Description if you have one.

Office Use Only:

Loaded by: _____

Date Received _____

Date Loaded _____

Referrals actioned: _____

Agency Name			
Volunteer Job Title			
Job Location		Reports to	_____
Number of Volunteers Required	Enter number _____ Or "many" _____	Email	_____
		Phone	_____

Administration / General office-type Roles

- | | | |
|---|---|---|
| <input type="checkbox"/> Accounting/Finance | <input type="checkbox"/> Administration [General] | <input type="checkbox"/> Analysis |
| <input type="checkbox"/> Data collection | <input type="checkbox"/> Data entry | <input type="checkbox"/> Editing, reviewing |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Information Technology | <input type="checkbox"/> Library work |
| <input type="checkbox"/> Newsletter collation | <input type="checkbox"/> Reception [General] | <input type="checkbox"/> Reporting |
| <input type="checkbox"/> Secretarial work | <input type="checkbox"/> Telephone work | <input type="checkbox"/> Word processing |

Personal Contact Roles:

- | | | |
|--|---|---|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Befriending | <input type="checkbox"/> Counselling |
| <input type="checkbox"/> Driving (clients) | <input type="checkbox"/> Entertaining | <input type="checkbox"/> Family support (e.g.refugee) |
| <input type="checkbox"/> Financial counselling | <input type="checkbox"/> First Aid (trained) | <input type="checkbox"/> Guiding/Leading groups |
| <input type="checkbox"/> Health support | <input type="checkbox"/> Hospitality (front of house) | <input type="checkbox"/> Interviewing |
| <input type="checkbox"/> Mentoring | <input type="checkbox"/> Reading / Writing | <input type="checkbox"/> Sport (coaching, refereeing) |
| <input type="checkbox"/> Tutoring | <input type="checkbox"/> Visiting | <input type="checkbox"/> Working with children/youth |

Other General Duty Roles:

- | | | |
|---|--|---|
| <input type="checkbox"/> Animal care | <input type="checkbox"/> Arts | <input type="checkbox"/> Committee member/Trustee |
| <input type="checkbox"/> Conservation work | <input type="checkbox"/> Cooking | <input type="checkbox"/> Coordinating |
| <input type="checkbox"/> Driving (e.g. courier) | <input type="checkbox"/> Event organisation | <input type="checkbox"/> Event support |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Gardening / planting | <input type="checkbox"/> Handy person |
| <input type="checkbox"/> History (recording/research) | <input type="checkbox"/> Homecrafts | <input type="checkbox"/> Hospitality support |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Information gathering | <input type="checkbox"/> Iwi/Maori Services |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Media | <input type="checkbox"/> Music |
| <input type="checkbox"/> Painting,repairing | <input type="checkbox"/> Photography, visual media | <input type="checkbox"/> Promotion / publicity |
| <input type="checkbox"/> Research | <input type="checkbox"/> Sales | <input type="checkbox"/> Science,Technology |
| <input type="checkbox"/> Shopping | <input type="checkbox"/> Sorting | <input type="checkbox"/> Street collection |
| <input type="checkbox"/> Writing | | |

What type of community organisation are you? (Choose no more than 2)

- | | | |
|---|---|--|
| <input type="checkbox"/> Animal welfare | <input type="checkbox"/> Arts/Culture/Heritage | <input type="checkbox"/> Church/Faith |
| <input type="checkbox"/> Conservation/Environment | <input type="checkbox"/> Disability services | <input type="checkbox"/> Education |
| <input type="checkbox"/> Emergency services | <input type="checkbox"/> Health services (other) | <input type="checkbox"/> Information/Advice |
| <input type="checkbox"/> Iwi/Maori services | <input type="checkbox"/> Migrant/Refugee services | <input type="checkbox"/> Older People services |
| <input type="checkbox"/> Overseas aid | <input type="checkbox"/> Pacific Island services | <input type="checkbox"/> Social Justice/Law |
| <input type="checkbox"/> Social Services | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Youth/Children services |

JOB DESCRIPTION: (if you have a formal Job Description please ALSO attach this)

Tasks _____

Expected results:

WHAT KIND OF VOLUNTEER/S DO YOU NEED?

Any specific skills / education required?

Special personality requirements:

Does this position require your agency to check for possible criminal record/convictions of prospective volunteer/s? YES ☐ NO ☐

Can this work be done from home? YES ☐ NO ☐

Premises

Close to public transport YES ☐ NO ☐
 Wheelchair accessible YES ☐ NO ☐
 Disability toilet YES ☐ NO ☐
 Stairs to climb YES ☐ NO ☐

Time Commitment

Hours: (am/pm) _____
 Days: (Mon-Fri, Sat/Sun) _____
 Duration of Project: Start ____/____/____
 (or leave blank if ongoing) End ____/____/____
 One Day Event? YES ☐ NO ☐
 If Yes Date _____

Service delivery Location (if applicable)

☐ Palmerston North ☐ Ashhurst ☐ Longburn ☐ Linton ☐ Bunnythorpe ☐ Other
☐ Manawatu ☐ Feilding ☐ Other
☐ Horowhenua ☐ Levin ☐ Other
☐ Tararua ☐ Dannevirke ☐ Other
☐ Anywhere ☐ Work from home ☐ Other

SERVICES PROVIDED BY THE ORGANISATION:

What training do you provide? (Please explain. When and where is training? How much time does it take? Is there any cost to the volunteer?)

Reimbursement

Bus Fares ☐
 Petrol ☐
 Out of Pocket Expenses ☐
 Other: _____

Other

Parking ☐
 Companionship ☐
 Career/Skill Development ☐
 Community Awareness ☐
 Recognition Events ☐
 Has this position ever been a paid job? YES ☐ NO ☐
 If yes, how long ago?
 _____ year/s _____ month/s

Supervision

On the Job ☐
 Weekly ☐
 Fortnightly ☐
 Monthly ☐

Please return this form to 77 King Street, Palmerston North 4410

info@vrcmanawatu.org.nz
www.vrcmanawatu.org.nz

Thank you!