



Volunteer Registration Form

Date / /

Volunteer ID _____ Entered by _____

Volunteer periods: November, December, January, June & October annually

First Name:		Last Name:		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Address:					
Suburb:		State:		Primary:	
Postcode:				Mobile:	
Email:				Other:	
Age Group:	<input type="checkbox"/> 18-24	<input type="checkbox"/> 25-34	<input type="checkbox"/> 35-44	<input type="checkbox"/> 45-54	<input type="checkbox"/> 55-64 <input type="checkbox"/> 65
Volunteer Category:	<input type="checkbox"/> Centrelink <input type="checkbox"/> GV General Volunteer				
Passport: Yes / No	Expiry				

Expiry Date ../ ../

What is your primary motivation for volunteering: (Please tick ONE box)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Help others/give back to community | <input type="checkbox"/> Using skills/learning new skills | <input type="checkbox"/> Social interaction/meeting people | <input type="checkbox"/> Sponsoring needy |
| <input type="checkbox"/> Personal satisfaction | <input type="checkbox"/> Gain work experience/ references | <input type="checkbox"/> Make a difference | <input type="checkbox"/> Explore/engage in areas of interest |
| <input type="checkbox"/> To be active/keep busy | <input type="checkbox"/> Build confidence/self esteem | <input type="checkbox"/> Practising English | <input type="checkbox"/> Recommended by someone else |

Type of Volunteer work you are interested in: [Maximum of THREE choices- Please indicate 1-3]

001	Grant writing/Fundraising	010	Fundraising / Special Events	019	Maintenance / Handwork / Trades	028	Support Work / Counselling
002	Technology/computer training	011	Games / Recreation / Sport	020	Management / Business / Committees	029	Technical Services (Audio, Visual, Etc)
003	Arts / Crafts	012	Gardening, Outdoor Work	021	Research works	030	Warehouse Work / Clothes Sorting
004	Catering / Food Services	013	Human Resources	022	WASH	031	Working with Animals
005	Cleaning / Laundry Services	014	Hospital Services / Medical	023	Performing Arts & Support	032	Working with Children / Youth
006	Teaching in schools	015	'In Home' Visit/ Support	024	Wildlife conservation	033	Working with the Aged
007	Education / Tutor / Mentor	016	Information Technology	025	Refugee / emergencies/ Translating	034	Working with the Disabled

Website: www.worldactionfund.org E-mail: waf.uganda@worldactionfund.org
 Regional Office: Ediofe Cathedral Road, Arua, Tel: +256 776167923/+256 753927432
 Coordination Office Central Uganda: Ggaba-Munyono Road, Mukwaya General Hospital Building
 room No.6 P.O Box 11711 Kampala

008	Emergency/relief Services	017	Legal Support / Advocacy	026	Research / Analysis	035	Other
009	Environment / Conservation	018	Library Services	027	Sponsorship/mentor orphans		

Do you have any pre-existing conditions that might restrict or affect the sort of volunteer work you might choose?

What is your general work/volunteer history _____

What level of English do you speak:

Basic

Intermediate

Fluent

Do you speak any languages other than English: Yes No

If yes, please note other languages:

1. _____ 2. _____ 3. _____

How did you hear about Volunteering World Action Fund? (Please tick ONE box)

- Previous interview
- Special events
- Website
- Social media eg facebook
- Word of mouth
- Rehab Services
- Job Network Provider
- Corporation
- Internet search
- WAF staff
- Community Work co-ordinator
- Counsellor / Doctor / Therapist
- WAF Volunteer
- Media: TV/Radio/Newspaper

What is your current work status? (Please tick ONE box)

- Full time worker
- Retired
- Home duties
- Job seeker
- Part time worker
- Income support
- Traveller / Visitor
- Student

Are you receiving benefits from your work: Yes No **If yes indicate which benefit:**

- Aged Care Pension
- Mature Age
- Other benefit / Allowance
- Partner
- Carer
- New Start – under 55
- Parenting - Single
- Widow
- Disability
- New Start – 55 and over
- Parenting - Partnered
- Youth Allowance

Do you have your own transport available? Yes/ No

Would you like to receive information on upcoming events that require volunteers and important volunteer news?: Yes No

(You will be notified by email of volunteer opportunities available for upcoming events and any important volunteer news)

SKILLS REGISTER – Please Fill In

(Please list any specific qualifications/experience/skills the volunteer has, and which he/she has indicated they would be willing to use to assist Community Organisations. Like events we will consult the volunteer before providing any details to an organisation.)

<input type="checkbox"/> Event Management	<input type="checkbox"/> Promotion
<input type="checkbox"/> Grant Writing	<input type="checkbox"/> Project Management
<input type="checkbox"/> Others (Specify.....)	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Advanced IT Skills (specify) <ul style="list-style-type: none"> <input type="checkbox"/> Web Design <input type="checkbox"/> Database Development <input type="checkbox"/> Accounting Systems 	<input type="checkbox"/> Accountancy/Financial Management/Auditing



Training (Cert IV in Workplace Training
& Assessment)



Other (Specify)

INTERVIEW DETAILS

Date	Interviewer's Name	Interviewer's Signature	Type of Interview
/ /			F to F Phone Email
/ /			F to F Phone Email
/ /			F to F Phone Email
/ /			F to F Phone Email

REFERRAL DETAILS

NOTE – Please link to ONE position only unless the volunteer is a WAF who may need more than one position to meet an agreed number of volunteering hours.

Date	Organisation	Job No	Job Title	Interview Outcome (Appointment date/TBA)	Volbase Updated

List below any additional positions discussed. This information can then be referred to if the volunteer seeks assistance with additional or alternative links.

Job No	Job Title	Organisation

Volunteer Acknowledgement

Please acknowledge these terms and conditions after reading them carefully:

1. You affirm that your interest in volunteering is based on personal choice and is undertaken freely without the expectation of monetary reward.
2. You are aware that:
 - Registered partner organisations of WAF are independent entities responsible for their own actions and not agents of WAF
 - WAF shall allocation a volunteer to different assignments or to a partner organisation that has volunteer opportunities;
 - WAF is not responsible for the operations or conduct of listed organisations and volunteers referred to listed organisations;
 - the information provided by WAF is limited to that provided to it by registered organisations without being checked or tested.
3. You consent to allow WAF to forward the personal details provided by you to a registered partner organisation for the sole purpose of obtaining a volunteer position with the registered organisation and to use the data for subsequent follow-up for research and statistical analysis.
4. No volunteer is allowed to post on social media children's or communities photos without permission
5. No tourists are allowed, but a volunteer shall have free time to visit places for refreshment under permission and as own costs.
6. You acknowledge that any volunteer position chosen by you will be the result of agreement reached between you and a registered organisation of WAF.
7. You accept responsibility to check the currency of the organisation's insurance cover before starting volunteer work (refer to insurance information sheet). Note that at the time of registration approval the organisation certified that it had Public Liability and Personal Accident insurance cover for volunteers.

8. Volunteer Disclaimer

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By providing your personal details to World Action Fund you agree that in so doing to the greatest extent that may be permitted by law that WAF shall have no liability whatsoever to you as a result of making such details available to any community and or Not-for-Profit organisation who may from time to time take part, avail themselves or be involved in the WAF program. Furthermore, you acknowledge that insofar as you shall be linked with any organisation as part of the WAF program that you will make your own assessment to determine as to whether such organisation and its requirements are appropriate for your needs and skills.

Signed: _____ **Date:** _____ (or phone interviewer initials)

GENERAL COMMENTS / FILE NOTES:-

Initial Interview.

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Follow ups

Week 1

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Week 2

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Final Outcome

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NOTE

Benefits for volunteers

Volunteering is all about making a difference in your community; it also benefits you personally as it offers the chance to:

- act on your values, passions and interests
- make new friendships and create professional networks
- gain work experience and learn new skills
- enjoy new social and cultural experiences
- develop personally and build confidence
- enjoy better physical and mental health as studies show volunteering makes us healthier and happier
- challenge yourself in a supportive environment
- feel warm and fuzzy about helping your community
- have fun!

Benefits for nonprofits, community groups & causes

Many nonprofits can be comprised entirely of volunteers, and many services wouldn't be able to be provided if it wasn't for the important, vital contribution they provide.

Volunteer efforts help:

- enhance and extend the work of a cause
- improve the quality of life for clients and recipients of a service
- spread the word and increase awareness of important issues
- bring new insights, ideas and introduce new ways of working
- get people involved in meaningful work
- benefit the community at large
- change the world!

Volunteers costs commitment/administration fee:

Local \$100 Foreign \$500 subscription two years, and US\$ 5000 (cost caters for accommodation, transport, excluding meals/refreshment or any extra leisure or tour activities), volunteer period 1-6months

A volunteer with a project for implementation may stay for more period and earn volunteer salary monthly.