

RAWCS Volunteer Team Information & Application Instructions

Includes Team Leader, Team Member & Regional Supervisor Information

What is a RAWCS Project?

A RAWCS Project is a humanitarian project in an international country, recognised for funding by the Department of Foreign Affairs, which will benefit the disadvantaged in that community. Where Rotary clubs exist in the recipient country it is expected that the Rotary clubs from two countries work collaboratively to implement the project.

Who can apply to be a RAWCS Project Volunteer?

- The **Project Volunteer Team** program is not restricted to members of Rotary and Rotaract Clubs. Partners and non-Rotarians are most welcome to participate. While Volunteers are usually required to fund their own costs of travel, accommodation and living expenses, in some instances, Rotary Clubs or other organisations may provide some assistance.
- In many locations volunteers must be able to cope with challenging work and living conditions whilst on site. A good sense of humour is a bonus. Most teams usually spend 2 weeks working at a site with the local people and then either return home directly or spend a few days sightseeing.
- Projects will accept any Volunteer who is able to cope with the sometimes-challenging working and living conditions, travelling to and from, and whilst on site and who is prepared to fund their own travel and living expenses (including accommodation and food. Rotary Clubs or other organisations can assist volunteers financially.
- A person under 18 years of age must have the signed approval of a parent or guardian to participate in a RAWCS project.
- RAWCS discourages volunteers under the age of 15 years and over the age of 79 years.

How do I become a RAWCS/Rotary volunteer?

If you wish to volunteer for overseas service as a RAWCS/Rotary volunteer, you will need to contact a RAWCS Project Manager who is willing to place you on one of the teams that they are organising. A listing of all RAWCS Projects and the Project Manager contact details appear on our RAWCS website: <https://rawcs.org.au/volunteers/>

Do I need an email address?

- Yes, all volunteers and Team Leaders using this Online Volunteer Facility must have a unique email address that is not used by any other volunteer or Team Leader.
- All volunteers including the Team Leader are invited by email to record their details on our Online Volunteer Registration Facility.
- Any volunteer without an email address should apply for a free Hotmail, Live or Gmail email account.

Why do I need a unique email address?

The reason is that our Online Volunteer Facility database will recognise the unique email address and remember the data entered so that next time you come back to volunteer it will enter most of their personal data automatically.

How do I initiate a RAWCS Team?

A volunteer Team can be initiated by anyone completing the online Volunteer Team application Form:

<https://rawcs.org.au/register-your-volunteers>

When submitted it must be approved by the **Project Manager** that sponsors the RAWCS project before getting approval from the **Regional RAWCS Volunteer Supervisor**.

Please note that the Project Manager must enter their Club President's name and email address so that an automated email can be sent to approve all volunteer members of the Team. **The sponsoring Rotary Club of the project gives approval so that all volunteers on the Team are covered for travel insurance by their Rotary District.**

When the Regional RAWCS Supervisor approves the application, an automated email is sent to the Team Leader with a link to the Volunteer website where they can add their own details and invite further team members.

NOTE: if the applicant is also the Project Manager, please be aware that you are the first person to receive an email to approve the project even though you submitted the application. The application will not proceed until you approve.

What does the applicant have to supply to initiate the Team?

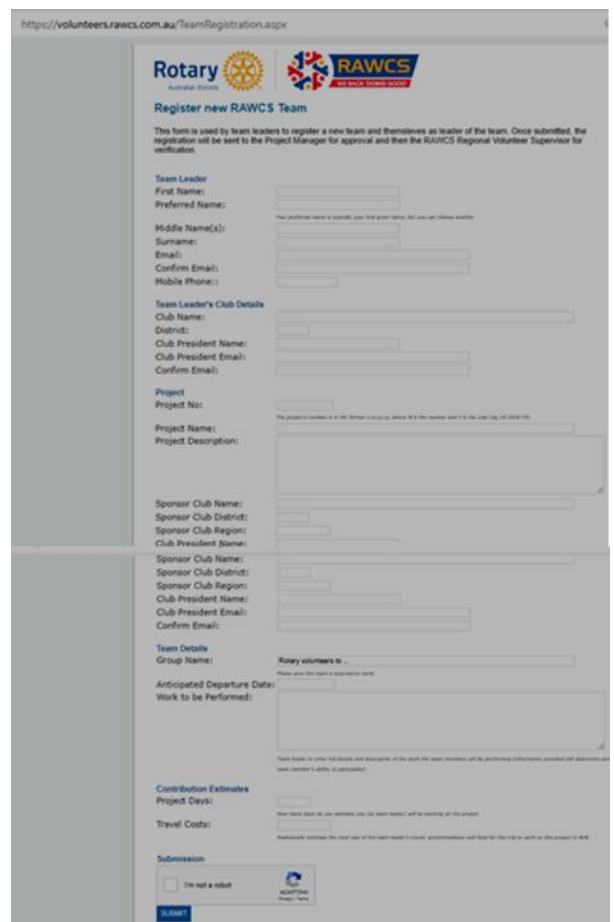
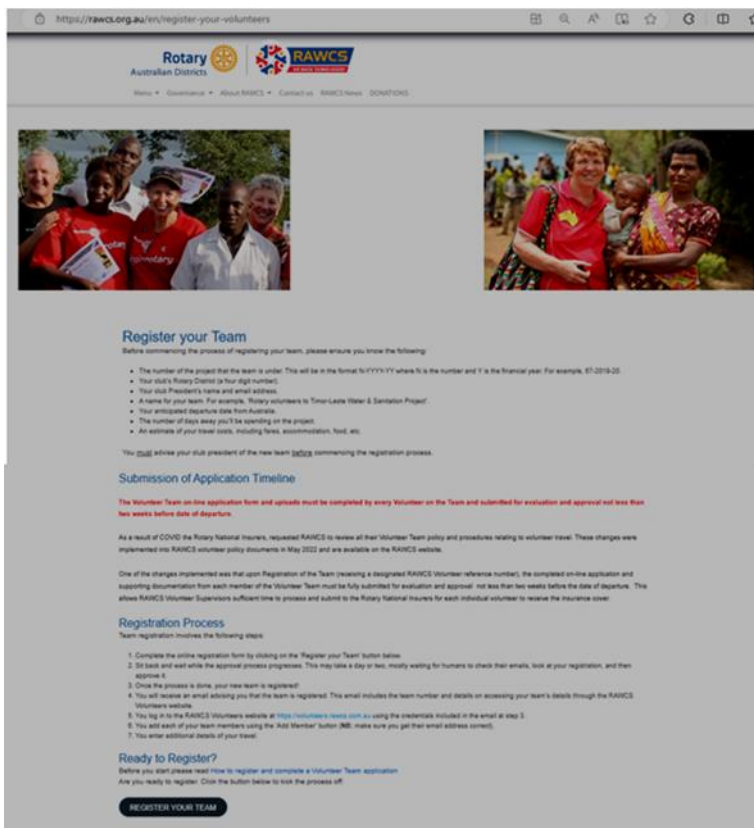
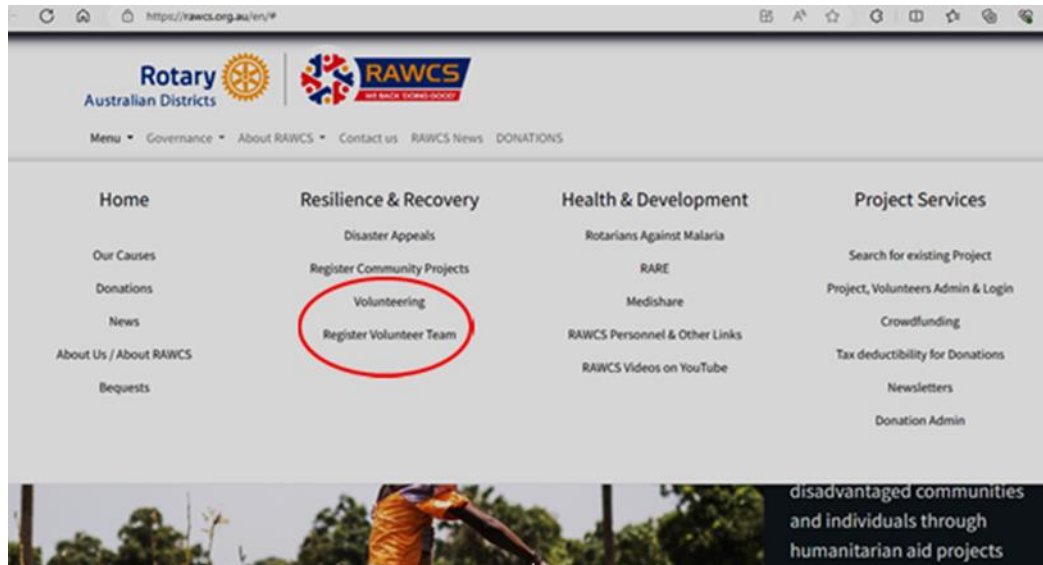
Complete the on-line Register New RAWCS Team application.

They are required to give the following information to the Regional Volunteer Supervisor, preferably by email:

- The RAWCS project number.
- A very brief reason for the team (what the team will be doing).
- Full details and description of the project & work to be performed must be provided to determine suitability of volunteers to participate (For Medical Statement – Fit to Travel)
- The Team Leaders passport Given name and Family name.
- The Team Leaders unique email address.
- The anticipated departure date for the first team member departing
- Estimate of the number of days the Team Leader will work on the project.
- Estimate of the cost of travel, accommodation & meals for the Team Leader.

Register a RAWCS Team - Role of the Team Leader or Project Manager

- Open the link Register Teams under heading Volunteers on the RAWCS Website.
- Ensure that all the required information is available and open the link Register Your Team.
- Complete Register New RAWCS Team application and submit.



Team Planning

The Volunteer Team Leader is responsible for:

- Completing the online Volunteer Team Leader Registration Application.
- Registering the Volunteer team members so that the invitational email is sent to each.
- Monitoring the input of personal and travel information online so that all information is completed correctly at least one week prior to travel.
- Ensuring that the Volunteer Team is thoroughly briefed on the work to be undertaken, the travel and accommodation arrangements, the health precautions, vaccinations, any OH & S requirements, and the validity of passports (valid for at least six months after the planned Team return date), visa and immigration requirements of the country to be visited.
- Ensuring that all Team Members comply with OH & S requirements.
- Ensuring the team is aware of cultural requirements in the country in which they will be working.

Full details are included in the RAWCS Volunteer Manual and RAWCS Occupational Health & Safety Policy available on the RAWCS Website.

What does the Team Leader do to continue establishing the Team?

The Team Leader should enter the website using their unique email address and the password issued to them on the email they receive initiated by the Regional Volunteer Supervisor.

If the Team Leader enters the website for the first time, they should go to the password button on the ribbon menu and change the password to a unique one of your own choosing. Please remember it. If they have used the website before they will be recognised and advised to use their own password.

Once the password is updated to their satisfaction the Team Leader should “ADD” a team member and enter the following details for each volunteer member of their team:

- The Volunteers passport Given name and Family name.
- The Volunteers unique email address.

The screenshot shows the 'Team Details' section with the following information:

- Team No: SR13-2019-20
- Team's Region: Southern
- Anticipated Dep Date: Sat 19-Oct-2019
- Project No: 29-2018-19
- Project Name: Solomon Islands National Referral Hospital Dental Clinic (RAOAF)
- Country: Solomon Islands
- Project Description: The National Referral Hospital (NRH) serves the population of Honiara and the acutest cases from all over the country. Dental Services are currently provided out of a caravan with a single dental chair parked at the hospital. Dentists formed at the University of Fiji are losing their skills without a place to practice and no dental lab exists to manufacture false teeth prosthesis. The project aims to help the NRH with the installation of a dental clinic equipped with 7 dental chairs, sterilisation facilities and a prosthetic lab.
- Project's Region: Southern
- Sponsor Club: Rotary Club of Ballarat West
- Status: Current
- DFAT: RAWCS encourages all volunteers to enter their travel details on the Department of Foreign Affairs & Trade website, smatraveller.gov.au, so that DFAT can offer assistance in a time of emergency. We have been advised that group registrations will no longer be accepted.

Below the details is a table of team members:

Name	Role	Details	Progress	Application	Signature	Medical	WWC	Action
	Team Leader						✎ ✕

An 'Add Member' button is circled in red at the bottom left of the table.

The 'Add Team Member' form contains the following fields:

- Email:
- First Name:
- Preferred Name:
- Middle Name(s):
- Family Name:
- Project Days:
- Value per Day:
- Travel Costs:

There are 'Save' and 'Cancel' buttons at the bottom of the form. A note below the form states: 'How many days will this volunteer be working on the project? The volunteer's value per day (based on Commonwealth Public Service rates) - fixed out by Regional Volunteers Managers only. Mandatory across the total cost of this volunteer's travel, accommodation and food for this trip to work on this project in AUS.'

When the Team Leader saves each volunteer, each volunteer will be sent an email inviting them to log on to our website to enter their details.

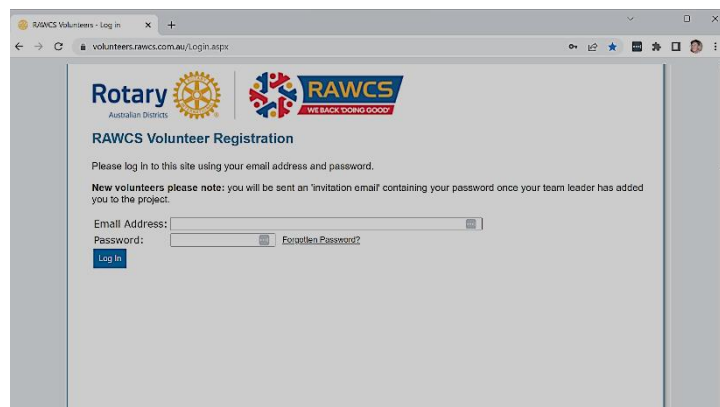
- The Team Leader also needs to enter all of their own details and upload their personal documents such as signature page, medical certificate, child protection and verification of payment of the volunteer fee for the team.
- The Team Leader should enter a realistic estimated value for the Travel costs (airfare, accommodation & meals) for each of their volunteers so that RAWCS can value our volunteer contribution to the project.
- NOTE: The Project Days, Value per day should only be entered by the Regional Supervisor.

Submission of Application - Time

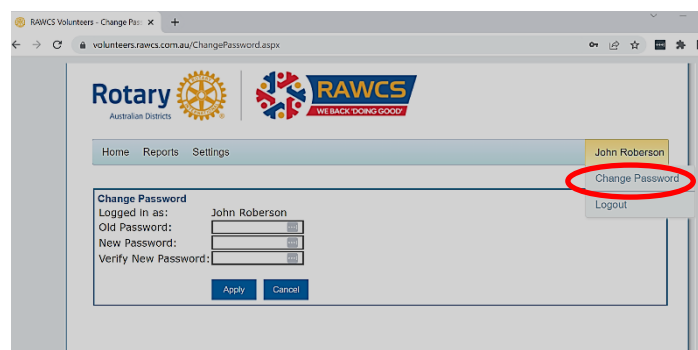
The Volunteer Team on-line application form must be completed and submitted **at least 14 days before departure.**

How does a Volunteer find the site to enter their details?

When a Team Leader enters the initial details of each volunteer an email is sent to the individual volunteer with a link to the website. The volunteer clicks on the link and then enters their unique email address and password on the page below.



After entering the site, they should click on the “New Password” tab located at the top of the page and change their password to one that they can remember to give security for their information.



What information does the volunteer have to enter?

When they enter the website, the page below will appear.

RAWCS Volunteers - Application x +
volunteers.rawcs.com.au/VolApp.aspx

Rotary Australian Districts | RAWCS WE BACK DOING GOOD!

Home Reports Settings John Roberson

Volunteer Application Form
Team No: CR8-2017-18
Project No: 62-2012-13
Project Name: Hands On Project
Country: Worldwide

Personal Passport Contact Dest 1 Dest 2 Dest 3 Dest 4 Dest 5 Emergency

Personal Information
Title: *
First Name: Mervyn ✓
Preferred Name: Merv ✓
Middle Name(s): *
Last Name: Williams ✓

Volunteer Application:

Upon the Team Leader receiving an application from a Volunteer, the details are registered, and each volunteer will be sent an email inviting them to log onto the RAWCS website to enter their details.

Each volunteer and the Team Leader are required to enter the following personal details and then save them:

- Complete all parts of the Online Volunteer Application Form – (at least 5 pages before saving) (All red crosses must become green ticks)
- Enter all required information in the various sections –
 1. Personal – Name, DOB, sex, occupation, date you are leaving home and returning home
 2. Passport – current passport details (must have at least 6 months validity left on it)
 3. Contact – contact address & phone details for the volunteer
 4. Destination – must have name and address for the accommodation
 5. Emergency – details of the person who can be contacted in an emergency and your own contact details overseas – mobile phone roaming number or foreign phone number.
- Note: If you have more than one destination you need to enter a second, and subsequent destinations so that the information is available to DFAT for contact in case of emergency.
- When all is entered **save** your information.
- You can modify your application or download it as a PDF and print it if you wish.

Agreement, Release & Waiver of Liability:

Once the website accepts the details provided, each volunteer must read & agree to the Volunteer Agreement, Code of Conduct and Release and Waiver of Liability by using the on-line acceptance link. The date & time of agreement will be detailed electronically on the application.

Do all volunteers need a Medical Certificate?

- Yes. RAWCS insists that all our volunteers seek medical advice from their own Medical Practitioner on the latest vaccinations and medications required for their protection in the countries that they are travelling to.

Medical Statement – Fit to Travel:

- Each volunteer must print off the *Medical Certificate Fit to Travel*.
- Then arrange their own Medical Practitioner to sign *Medical Statement – Fit to Travel* form.
- When signed, scan and upload the page/s to the medical form link on the website.
- Note: RAWCS will accept a medical statement that is dated by the Medical Practitioner within 6 months of the departure date of the volunteer so keep the medical statement on file if you intend to travel as a volunteer within a 6-month period.

Signature Form:

- The project sponsoring Rotary Club President is responsible for acknowledging that their Club has agreed to sponsor all volunteers on the Team and commits their District to cover the volunteer with Rotary Australia National Travel Insurance. This approval is completed electronically at the Regional Supervisor stage of the process.

Insurance

All RAWCS Volunteers (Rotarians and non-Rotarians) are covered for medical expenses incurred whilst travelling by the Rotary Australia National Insurance Program for a **maximum of 90 days**, which can include up to 21 days of private travel.

Upon the completion and registration of the Volunteer Team Application, the RAWCS Regional Volunteer Supervisor notifies by email:

- Each individual Volunteer with details of the Team Registration and copy of the Rotary Australia National Insurance Program,
- the Rotary District Governor of the Australian District sponsoring each Volunteer,
- the Rotary District Governor in the recipient country that a team will be working on the project,
- Rotary Australia National Insurance Company,
- District Insurance Officers of all sponsoring Districts.

Volunteers can view the Rotary Travel Insurance Summary on the RAWCS website.

Travel Advice

- Travelers are advised to check cancellation terms and conditions when booking flights, accommodation etc., to ensure either a refund or credit is available in the event of cancellation or curtailment, as these costs are not claimable under insurance.
- Volunteers must seek advice on the international travel requirements required for all the overseas countries visiting. Seek additional health advice from the Federal Government Smart Traveller website. <https://www.smartraveller.gov.au/> .
- Smart Traveller no longer asks you to register your trip with them, instead **you should subscribe** to receive travel advice and alerts to the destinations you are travelling to and through. Subscribing gives you the latest updates to our travel advice and news. We strongly encourage you to subscribe so you're well-informed for your trip overseas.

Child Protection:

Do all volunteers need to be cleared to work with children?

- **Yes.** RAWCS has two policies that require all our **volunteers to be registered to work with children according to their state of residence** - the Child Safeguarding Policy & Code of Conduct Policy and the Prevention of Sexual Exploitation, Abuse, and Harassment Policy.
- The website gives the relevant authority in each state.
- Each volunteer needs to scan their authority to work with children, save it to their computer and upload the completed form to the website.
- Each state of residence is different so please check the information available for each state if you do not currently have an authorisation to work with children.
- Each volunteer must conform to the policies of Rotary International, RAWCS Ltd and the laws of the state of resident on the protection of children.
- Full details can be found on the RAWCS website in these policies - **RAWCS Child Safeguarding Policy & Code of Conduct Policy** and the **Prevention of Sexual Exploitation, Abuse, and Harassment Policy.**

Save your information:

- When all this information is entered, remember to **Save** your information.
- The On-Line Application Process will remind you that you must enter many of the items before it will accept your completed application.
- You can go back and modify your application later if you wish. You can also download it as a PDF and print it if you wish.

Team Details

Team No: NR1-
 Team's Region: Northern
 Anticipated Dep Date: Tue
 Project No: 1-2018-19
 Project Name: To support Vision Cambodia Organization to build schools and water wells in rural areas of Cambodia (RAOAF)
 Country: Cambodia
 Project Description: Build repair and refurbish public and community infrastructure and support clinics in rural and remote regions of Cambodia.
 Project's Region: Northern
 Sponsor Club: Rotary E-Club of Outback Australia
 Status: Current
 DFAT: RAWCS encourages all volunteers to enter their travel details on the Department of Foreign Affairs & Trade website, smatraveler.gov.au, so that DFAT can offer assistance in a time of emergency. We have been advised that group registrations will no longer be accepted.

Your Application

The application process involves the following six steps. All steps **must** be completed.

- ✓ Application Form: [Modify](#) [View](#)
- ✓ Agreement, Release & Waiver of Liability: [View](#)
- ✓ Code of Conduct: [View](#)
- ✓ Signature Form: [View](#)
- ✓ Parent/Guardian: Not required.
6. Medical Certificate: [Download](#) [Upload Completed](#)
7. ✓ Child Protection: [Select](#) [Info](#) [Upload](#) [View](#)

Note: If you are unable to scan and upload completed signature and medical forms, please post them to your RAWCS Regional Volunteer Supervisor who will scan and upload them for you.

Team members

Name	Role	Parent
	Team Leader	
	Volunteer	
	Volunteer	
	Volunteer	
	Volunteer	

Rotary Australia World Community Service Ltd - Part 1 - Volunteer Proposal

Surname: _____ First Name: _____
 Rotarian: **Yes** Gender: _____ Age: _____
 Home Address: _____ Town/City: _____ Post Code: _____
 Postal Address: _____ Town/City: _____ Post Code: _____
 Telephone: _____
 Email: _____

Date of Birth: _____ Place of Birth: **Australia** Expiry Date: _____
 Passport No: _____ Date of Issue: _____
 Nationality: **Australia**

Project participating in: **Community Development & Education Assistance, Santa Project No 9-2010-11 Isabel, Solomon Islands (RADAF)**

Volunteer leaves home and returns for insurance
 No. Days you will be working on project: _____
 Occupation (previous if retired): _____

Emergency Contact while Volunteer is away on project

Name: _____ Relationship: _____
 Address: _____ Town/City: _____ Post Code: _____
 Telephone: _____

Destination: **Solomon Islands** Status: **Rotary Volunteer**
 Dates: _____

What must be paid with this application?

- There are no Volunteer Registration Fees.
- You will be required to pay individual airfares, accommodation, living costs and the costs of RAWCS Shirts, Badges & signage that you order.

Note: Donations by a Volunteer for these payment & expenses are not tax deductible.

RAWCS Logo/Branding

- Use of RAWCS logo must be in accordance with the current branding design. Information on the current logo can be obtained from the RAWCS National Communications Manager national.comms@rawcs.org.au

Submission of Application

The on-line application form and uploads must be completed by every Volunteer on the team not less than two weeks before the date of departure.

Support and Information - Email address Regional Volunteer Supervisor

Regional Volunteer Supervisors email address:

- Central - volunteers.central@rawcs.org.au
- Eastern - volunteers.eastern@rawcs.org.au
- Northern - volunteers.northern@rawcs.org.au
- Southern - volunteers.southern@rawcs.org.au
- Western - volunteers.western@rawcs.org.au

The Role of the Regional Volunteer Supervisors

- As the Regional Volunteer Supervisor, you can go to any volunteer application within your Region and make amendments and changes.
- You also can delete a Team Leader and team. A Team Leader can add, amend or delete Team members but not themselves. A Regional Volunteer Supervisor must delete add or delete a Team Leader.
- You can create your own team to experiment with using the site or use a real team if you wish. If you allow a real team to enter their details, please ensure that for the time being you also maintain your usual documentation and notifications.
- Team Leaders can enter and delete Team members from their team.
- The National Volunteer Manager & the relevant Regional Volunteer Supervisor are the only ones who can enter or delete a Team Leader. NOTE - If you delete a Volunteer, you will lose all of the data entered.
- If you as Regional Supervisor have added a Team that you are listed as a Team Leader or volunteer, you will have to log off and log in again as the Team Leader or volunteer to enter your details.

What does the Regional Volunteer Supervisor have to do to finalise a Team?

When all team members have completed uploading their documents, an email is circulated to the Regional Volunteer Supervisor advising that all team documents have been submitted.

Regional Supervisor must:

1. Go online and check all the team documentation is correctly filled out and uploaded.
2. The Regional Supervisor must also check and enter the following details for all Team members at “Amend Detail”, including the Team Leader:

returned and the team report has been completed - this option allows team leaders to have the certificates sent to them before departure.

Team members

Name	Role	Details	Progress	Apply	Signature	Parent	Medical	WWC	Action
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Update Team Member

Email: ✓

First Name: ✓

Preferred Name: ✓

Middle Name(s): ✓

Family Name: ✓

Mobile Phone: ✓

Project Days: How many days will this volunteer be working on the project

Value per Day: The volunteer's value per day (based on Commonwealth Public Service rates) - filled out by Regional Volunteer Supervisors only

Travel Costs: Realistically estimate the total cost of this volunteers travel, accommodation and food for this trip to work on this project in AU\$

You are viewing page 1 of 1.

Regional Supervisor Actions

Amend details:

Team member details:

- Project Days - How many days will the team leader or volunteer be working on the project.
- Value per Day – Team Leader or volunteers value per day (based on Commonwealth Salary rates) – filled out by Regional Supervisors only (By clicking on the “i” for information the current recommended rates for volunteers are displayed)
- Travel Costs – Realistically estimate the total cost of the team leader or volunteers travel, accommodation and food for this trip to work on this project in AU\$

If this is not completed the notification emails cannot be sent.

Regional Supervisor Actions

Amend details:

Team member details:

Sponsor club pres approval: ✗

Insurance Documents:

Insurer:

Rotary Australia:

Rotary Overseas:

Final Report:

Sponsor Club Approval

The project sponsoring Rotary Club President acknowledges that their Club has agreed to sponsor this volunteer team and commits their District to cover the volunteers with Rotary Australia National Travel Insurance. This approval is completed electronically at the Regional Supervisor stage of the process.

Once satisfied that all information is correct and complete you can go to the Team List and show the Team.

From the Regional Supervisor Actions section, you can send the notification emails to:

1. Send Insurance Documents - the Rotary National Insurance Policy information and Emergency Assistance card to all volunteers.
2. Notify the Rotary Insurer of the Team Details.
3. Notify the District Governor in Australia sending the volunteers (Also notifies the District RAWCS Chair, District Insurance Officer, Regional RAWCS Chair, Regional RAWCS Secretary, and National Project Coordinator).
4. Notify the District Governor of the Overseas Country.

NOTE: every time you submit a notification, an email will be sent, so please do not send multiples unless you are requested to do so.