

Volunteer Team Information & Application Instructions

The on-line application form and uploads must be completed by every Volunteer on the team not less than <u>two weeks</u> (14days) before the date of departure.

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. As RAWCS is affiliated with the Australia Council for International Development (ACFID), RAWCS projects and volunteers are expected to abide by the **ACFID Code of Conduct**. Click the link to read more.

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/en/volunteering





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?

Before commencing, please read these instructions. Ensure you start the process well ahead of the departure date. Initiating a team up to 6 months ahead is acceptable and desirable.

Anyone can initiate a Team, (usually the Team Leader or Project Manager) but they need to ensure that the Project Manager of the project is aware they intend to do so, unless they may not gain approval for their application.

A volunteer Team can be initiated by completing the online application form: <u>https://volunteers.rawcs.com.au/TeamRegistration.aspx</u>

What does the Team Leader or Project Manager have to supply to initiate the Team?

Complete the on-line Register New RAWCS Team application.

Team Leaders are required to give the following information:

- The RAWCS project number (once entered some information automatically populates the form).
- A 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 home.
- Estimate of the number of days the volunteer will work on the project. (Not the total days away from home.)
- Estimate of the cost of travel, accommodation & meals for the Team Leader.

Register a RAWCS Team - Roles of the Team Leader & Project Manager

They must:

- Ensure that all the required information is available and open the link **Register Your Team**.
- Complete Register New RAWCS Team application and submit.
- When submitted an email is sent to the Project Manager who must enter the name and email address of their Rotary Club President before approving the registration (the president of the project's sponsoring Rotary Club)
- When the Project Manager approves the team registration an email is sent to the Regional Volunteer Supervisor who must then approve the Team.
- Once approved an email is sent to the Team Leader announcing the approval and information on how to enter the Volunteers website to enter details of team members and their own personal information.
- The Team Leader can see all team member's information and can monitor their progress in completing each of their details.
- When all details for each Team member are completed, an email is sent to the President of the Rotary Club that sponsors the project to approve the Team.
- When all details for each Team member have been completed an email is sent to the Regional Volunteer Supervisor who will then check every member's detail for correctness & compliance before finally approving
- They then initiate several emails:
 - 1. to every Team member with their insurance policy details.
 - 2. to the District Governor, District Insurance Officer, District RAWCS Chair of the District of the projects sponsoring Rotary Club.
 - 3. to the Regional Co-ordinator and Regional Secretary.
 - 4. to the Project Manager of the Rotary Club sponsoring the project.
 - 5. to the District Governor responsible for locations that you will be working in.
 - 6. to AON the insurance company covering volunteers for Rotary.

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 two weeks (14 days) 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 the Team has completed a risk management assessment before travelling and reassess it throughout the duration of the trip.
- Ensuring that all Team Members always comply with OH & S requirements. The Volunteer Manual and RAWCS Work Health & Safety Policy are available on the RAWCS Website.
- Ensuring the team is aware of cultural requirements in the countries where they work.

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| Register your Team | RAWCS - Rotar | |
| Before commencing the process of registering your team, please ensure you know the following: | 41KBes | |
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| The number of the project that the learn is under. This will be in the format N-YYYY-YY where N is the number and Y is | Like Page | |
| the financial year: For example, 67-2019-20 | | |
| Your club's Rotary District (a four digit number) | | |
| Your club Precident's name and email address. A name for your learn. For example, Robay volunteers to Timor Leate Water & Sanitation Project' | | |
| Your anticipated departure date from Australia. | FAWES - Retary | |
| The number of days away you'll be spending on the project. | Australia World | |
| An estimate of your travel costs, including fares, accommodation, food, etc. | Community Service | |
| | Million and and the second second | |
| You must advise your club president of the new team before commencing the registration process. | Women and girls living in a Goma refusee camp face | |
| | enormous challences each | |
| Registration Process | day, no running water, little | |
| Team registration involves the following steps: | food, no ways to earn a | |
| | livelihood and not much hope | |
| | | |
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| Register new RAWCS | Team |
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| This form is used by team leaders registration will be sent to the Pro verification. | to register a new team and themsleves as leader of the team. Once submitted, th ject Manager for approval and then the RAWCS Regional Volunteer Supervisor for |
| Team Leader | |
| First Name: | |
| Preferred Name: | |
| Middle Name(s): | lour preferred name is typically your first given name, but you can choose another |
| Surname: | |
| Email: | |
| Confirm Email: | |
| Commit Emain | |
| Project | |
| Project No: | |
| | The project's number is in the formal n-yyyy-yy where N is the number and V is the year (eg.14-2218-28) |
| Project Name: | |
| Project Description: | |
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| Team Leader's Club Details | |
| Club Name: | |
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Email address Regional Volunteer Supervisor

Regional Volunteer_Supervisors email address:

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

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.

| Add New New Are clearing page 1 of 1 | | Team Details Team No: SR13-2019-20 Team's Region: Southern |
|--|---|---|
| Team Details Team No: Team's Region: Anticipated Dep Date Project No: Project Name: | SR13-2019-20 Southern Sat 19-Oct-2019 29-2018-19 Solomon Islands National Referral Hospital Dental Clinic (RAOAF) Solomon Islands | Anticipated Dep Date: 5at 19-0Ct-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) services 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. Dentals formed at the |
| Country: Project Description: Project's Region: Sponsor Club: Status: DFAT: | 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. Southern Rotary Club of Ballarat West Current RAWCS encourages all volunteers to enter their travel details on the Department of Foreign Affairs & Trade website, <u>smatravelier gov au</u> , so that DFAT can offer assistance in a time of emergency. We have been advised that group registrations will no longer | Add Team Member If ab Email: |
| Team members | Details Progress Application Signature Hedical WWC Action | Save Cancel |
| Rame Role Team Le Team Le Regional Supervisor A Amend details: | der / / <u>±</u> ± <u>±</u> ∞x | Regional Supervisor Actions Amend details: Edd Team member details: Review Insurance Documents: devie |

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.

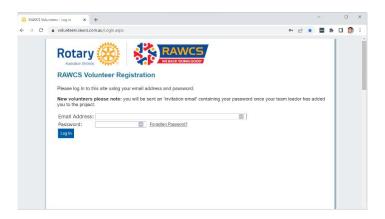
- The Team Leader also needs to enter all of their own details, electronically sign and upload their personal documents such medical certificate and proof of child protection.
- The Team Leader should enter a realistic estimated value for the Travel costs (airfare, accommodation & meals) for each of 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 on-line application form and uploads must be completed by every Volunteer on the team not less than <u>two weeks</u> (14days) before the date of 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.

| ← → C | volunteers ravecs com au/ChangePassword aspx | • @ * = • • |
|-------|---|----------------------------------|
| | Home Reports Settings | John Roberson Change Password |
| | Change Password Logged in as: John Roberson Old Password: | Logout |

What information does the volunteer have to enter?

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

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| | | | |
| | | | |
| Н | me Reports Settings | | John Roberson |
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| | unteer Application Form m No: CR8-2017-18 | | |
| | ject No: 62-2012-13 ject Name: Hands On Project | | |
| | Intry: Worldwide | | |

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 no. or foreign phone no.
- 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 <u>save</u> 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, Release and Waiver of Liability by using the on-line acceptance link. The volunteer must electronically sign this form. The volunteer's IP address is recorded to verify the agreement, and the date & time of agreement will be detailed on the application.

Code of Conduct:

Once the website accepts the details provided, each volunteer must read & agree to the Code of Conduct by using the on-line acceptance link. The volunteer's IP address is recorded to verify the agreement, and the date & time of agreement will be detailed on the application.

Child Safeguarding & Code of Conduct:

Each volunteer must read & agree to the Child Safeguarding & Code of Conduct Policy by using the on-line acceptance link. The volunteer's IP address is recorded to verify agreement, and the date & time will be detailed on the application.

Medical Signature Form:

- The volunteer must electronically sign this form (not age dependent).
- This form is to verify that each volunteer has read, accepts and will adhere to the RAWCS Volunteer Agreement, Release and Waiver of Liability, the RAWCS Code of Conduct, the RAWCS Child Safeguarding & Code of Conduct Policy and is medically fit for the tasks involved.
- When electronically signed a green tick will indicate that you have signed.

• If under 18 years of age a Consent Form must be downloaded, signed by their parent or legal guardian and uploaded to the website.

Medical Statement – Fit to Travel:

- Each volunteer must electronically agree to their fitness to perform the tasks required as a volunteer.
- Download the <u>Medical Statement Fit to Travel</u> and take it to their own Medical Practitioner and get it signed by them.
- When signed, scan and upload the page (and any attachments the Medical Practitioner may add) 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.

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.

Child Protection:

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

- Yes. RAWCS has a comprehensive **Safeguarding Children & Code of Conduct Policy** that requires all our volunteers to be registered to work with children according to their state of residence.
- 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. Underage volunteers need to upload their parental consent form again, to verify that they are underage for a WWCC.
- Each state of residence is different so please check the information available for each state if you do not have 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 in the RAWCS Safeguarding Children & Code of Conduct Policy.

Insurance

Volunteers who are Australian Citizens are covered under the Rotary National Insurance Travel Policy after they have registered and entered their details on the RAWCS Volunteer website.

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

There is no cover for Non-Australian Non-Rotarian's under the Rotary National Insurance Travel Policy. They will need to arrange their own travel insurance. The only cover under the Travel Insurance policy for non-Australian's is or those Rotary Members that are located in PNG, East Timor, Solomon Islands and Nauru and declared as members in the Australian Districts.

In you are unsure of a volunteer's eligibility for insurance coverage please contact the National Projects Manager.

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

- Every Team member with their insurance policy details.
- The District Governor, District Insurance Officer, District RAWCS Chair of the District of the projects sponsoring Rotary Club.
- The Regional Co-ordinator and Regional Secretary.
- The Project Manager of the Rotary Club sponsoring the project.
- The District Governor responsible for locations that you will be working in.
- AON the insurance company covering volunteers for Rotary.

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. <u>https://www.smartraveller.gov.au/</u>.
- 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 on travel advice and news. We strongly encourage you to subscribe so you're well-informed for your trip overseas.

Save your information:

- When all this information is entered, remember to <u>Save</u> your information.
- The On-Line Application Process will remind you that you must enter many of the items before it accepts 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.

| Rotary Australian Districts | | | | | 5 | | | | |
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| Information f | | | r s der Instructio | INS. View | | | | | |
| Team Details | | | | | | | | | |
| Team No: Team's Region Anticipated De Project No: | : Ea p Date: Tu | 19-202 Istern e 17-Ja 2010-1 | n-2023 | | | | | | |
| Project Name: | Co | 9-2010-11 Community Development & Education Assistance, Santa Isabel, Solomon Islands (RAOAF) | | | | | | | |
| Country: Project Descrip | otion: To Pr | ovince (| and build co | el. Assist in | training t | o provid | e voca | aining cent tional educ | res in the ation, leadership, |
| Project's Regio Sponsor Club: Status: | Ro | irrent | Club Serving I | | | | | | |
| DFAT: | Fo | reign A | ffairs & Trade of emergency | website, sr | nartraveller | .gov.au, s | so that | DFAT can | Department of offer assistance ns will no longer |
| M | | | | | | | | | |
| Your Application The application | | involves | the following | six steps. | All steps : | <u>nust</u> be o | comple | eted. | |
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| 2.√ Agreemer 3.√ Code of C | | e & Wai | ver of Liability | | | | | | |
| 3,√ Code of C 4,√ Signature | | | | View | 10-0-04 | ompleted | 1.0 | Completed | |
| 5.√ Medical C | | | | Download | Upload C | | | | w Page 2 |
| 6.√ Child Prot | | | | Select | Into | Upload | View | | in ruga z |
| Note: If you an your RAWCS R | | | | | | | | | post them to |
| Team members | | | | | | | | | |
| Name | Role | Details | Progress | Application | Signature | Medical | WWC | Action | |
| Malcolm Dunnett | Team Leader | / | 44444 | | P | PP | P | | |
| Glenn Jones | Volunteer | 1 | ~~~~ | 12 | ± 🔎 | ±₽ | ±۶ | | |
| Em Taylor | Volunteer | 1 | ~~~ | 12 | ± /2 | ± / / / | ±₽ | ≅ X | |
| Add Member | | | | | | | | | |
| Not are viewing page 1 of 1 | | | | | | | | | |

| Rotary 🛞 💡 | RAWCS Rotary Australia | | ity Service Ltd - ABN 37 739 341 003, er Application Form |
|---|---|---------------------------------|--|
| | Rotary Australia World Commun | ity Service Ltd - | Part 1 – Volunteer Proposal |
| Surname Rotarian | Dunnett Yes | First Name | Malcolm |
| Gender | Male | Age | |
| Home Address Town/City | | Post Code | |
| Postal Address Town/City | | Post Code | |
| Telephone Email | ~~ ~ | | |
| Date of Birth Passport No Nationality | | Place of Birth Date of Issue | Australia 22-Mar-2017 Expiry Date 22-Jul-2027 |
| Project particip | ating in Community Developmen Isabel, Solomon Islands | | ssistance, Santa Project No 9-2010-11 |
| No. Days you v | es home and returns for insurance vill be working on project evious if retired) | 19-Jan-2023 to | o 6-Feb-2023 |
| Emergency Co | ontact while Volunteer is away on | project | |
| Name Address | | Relationship | Partner |
| Town/City | | Post Code | 2800 |
| Telephone | Solomon Islands | Status | Rotary Volunteer |

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 the RAWCS logo must be in accordance with the current RAWCS Brand Book and the RAWCS Communications and Transparency Policy. Information on the current branding can be obtained from our website or the RAWCS National Communications Manager <u>national.comms@rawcs.org.au</u>

The on-line application form and uploads must be completed by every Volunteer on the team not less than <u>two weeks</u> (14days) before the date of departure.