

RAWCS Volunteer Teams Information & Application Instructions

What is a RAWCS Project?

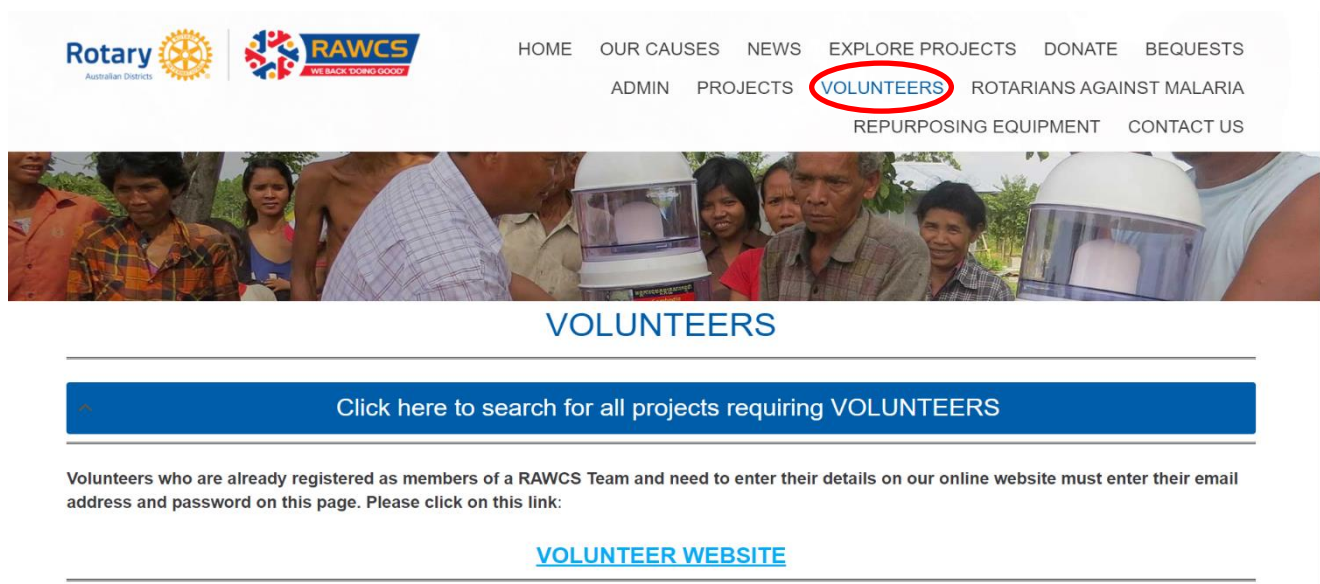
A RAWCS Project is a humanitarian project in an international country, recognised for funding by the Department of Foreign Affairs, which will benefit the disadvantaged in that community. Where Rotary clubs exist in the recipient country it is expected that the Rotary clubs from two countries work collaboratively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



The screenshot shows the RAWCS website header with the following navigation links: HOME, OUR CAUSES, NEWS, EXPLORE PROJECTS, DONATE, BEQUESTS, ADMIN, PROJECTS, **VOLUNTEERS** (circled in red), ROTARIANS AGAINST MALARIA, REPURPOSING EQUIPMENT, CONTACT US. Below the navigation is a banner image of people with water filters, and a blue button that says "Click here to search for all projects requiring VOLUNTEERS". At the bottom, there is a link for "VOLUNTEER WEBSITE".

RAWCS Volunteer Teams Information & Application Instructions

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 only be initiated by a current RAWCS Project Manager or the Team Leader contacting their respective Regional Volunteer Supervisor.

What does the Team Leader or Project Manager 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 volunteer will work on the project.
- Estimate of the cost of travel, accommodation & meals for the volunteer

RAWCS Volunteer Teams Information & Application Instructions

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.
- Obtaining the concurrence of the Project Manager for the work to be undertaken by the Volunteer Team.

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.

Rotary Australian Districts | RAWCS WE BACK 'DOING GOOD'

HOME OUR CAUSES NEWS EXPLORE PROJECTS DONATE REQUESTS ADMIN
PROJECTS VOLUNTEERS ROTARIANS AGAINST MALARIA REPURPOSING EQUIPMENT CONTACT US

VOLUNTEERS
REGISTER TEAMS
VOLUNTEER MANUAL

Register your Team

Before commencing the process of registering your team, please ensure you know the following:

- The number of the project that the team is under. This will be in the format N-YYYYYY where N is the number and Y is the financial year. For example: 67-2019-20
- Your club's Rotary District (in four digit number).
- Your club President's name and email address.
- A name for your team. For example, 'Rotary volunteers to Timor-Leste Water & Sanitation Project'.
- Your anticipated departure date from Australia.
- The number of days away you'll be spending on the project.
- An estimate of your travel costs, including fares, accommodation, food, etc.

You **must** advise your club president of the new team **before** commencing the registration process.

Registration Process

Team registration involves the following steps:

1. Complete the online registration form by clicking on the 'Register your Team' button below.
2. Sit back and wait while the approval process progresses. This may take a day or two, mostly waiting for humans to check their emails, look at your registration, and then approve it.
3. Once the process is done, your new team is registered!
4. You will receive an email advising you that the team is registered. This email includes the team number and details on accessing your team's details through the RAWCS Volunteers website.
5. You log in to the RAWCS Volunteers website at <https://volunteers.rawcs.com.au> using the credentials included in the email at step 3.
6. You add each of your team members using the 'Add Member' button (NB: make sure you get their email address correct).
7. You enter additional details of your travel.

Ready to Register?
Click the button below to kick the process off!

Register your Team

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Register new RAWCS Team

This form is used by team leaders to register a new team and themselves as leader of the team. Once submitted, the registration will be sent to the Project Manager for approval and then the RAWCS Regional Volunteer Supervisor for verification.

Team Leader

First Name:

Preferred Name:

Middle Name(s):

Surname:

Email:

Confirm Email:

Project

Project No:

Project Name:

Project Description:

Team Leader's Club Details

Club Name:

District:

Region:

Club President Name:

Club President Email:

Confirm Email:

Team Details

Group Name:

Anticipated Departure Date:

Work to be Performed:

Contribution Estimates

Project Days:

Travel Costs:

Submission

I need a robot

SUBMIT

RAWCS Volunteer Teams Information & Application Instructions

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

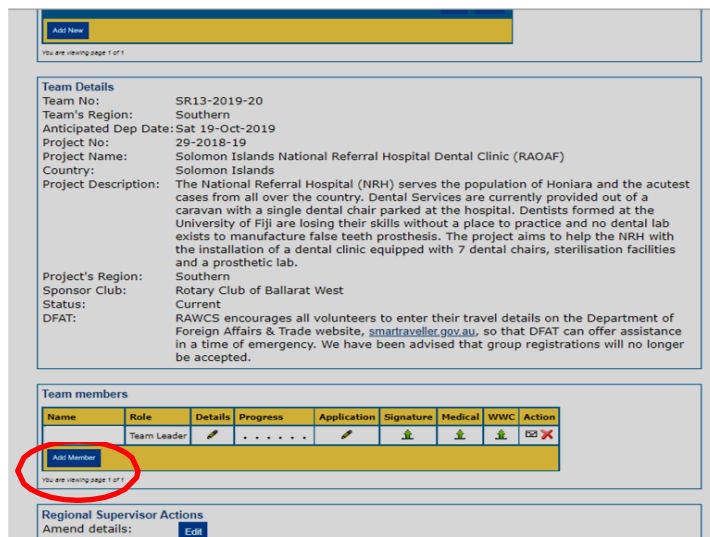
What does the Team Leader do to continue establishing the Team?

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 Team

You are viewing page 1 of 1

Team Details

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.

Team members

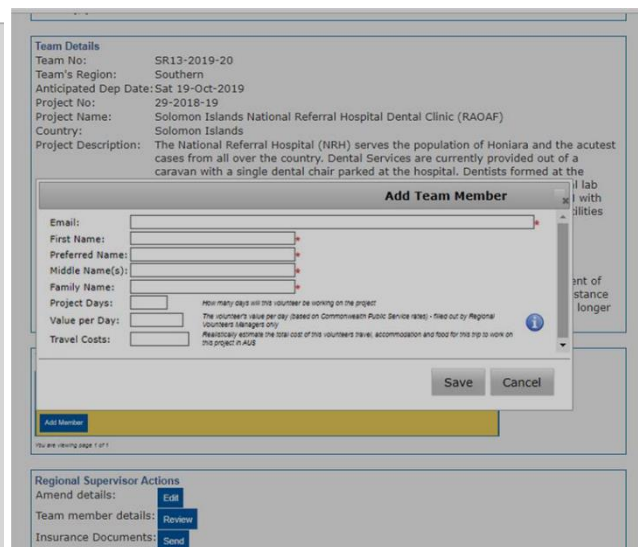
Name	Role	Details	Progress	Application	Signature	Medical	WWC	Action
	Team Leader						📄 ✖

Add Member

You are viewing page 1 of 1

Regional Supervisor Actions

Amend details: [Edit](#)



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Add Team Member

Email:

First Name:

Preferred Name:

Middle Name(s):

Family Name:

Project Days:

Value per Day:

Travel Costs:

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
 Medications across the total cost of this volunteer's travel, accommodation and food for this trip to work on this project in AUG

[Save](#) [Cancel](#)

Add Member

You are viewing page 1 of 1

Regional Supervisor Actions

Amend details: [Edit](#)

Team member details: [Review](#)

Insurance Documents: [Send](#)

RAWCS Volunteer Teams Information & Application Instructions

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.

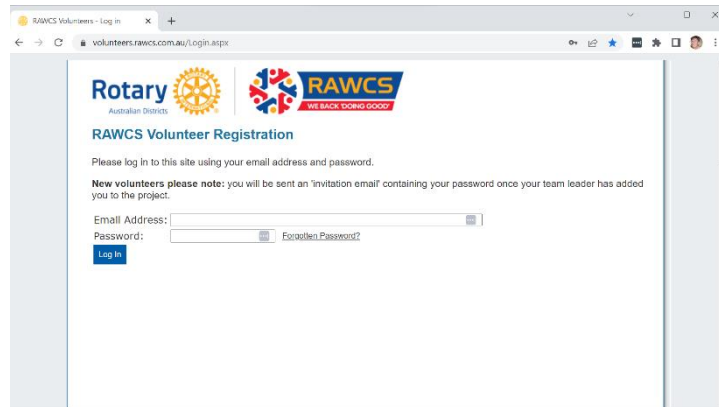
- The Team Leader also needs to enter all of their own details and upload their personal documents such as signature page, medical certificate, child protection and verification of payment of the volunteer fee for the team.
- The Team Leader should enter a realistic estimated value for the Travel costs (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

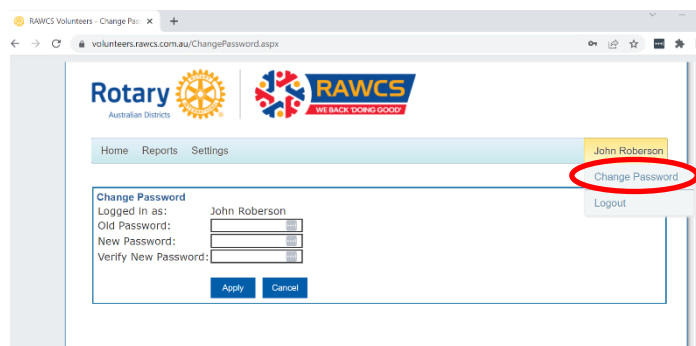
The Volunteer Team on-line application form must be completed and submitted at least 2 weeks before departure.

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.



RAWCS Volunteer Teams Information & Application Instructions

What information does the volunteer have to enter?

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

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.

RAWCS Volunteer Teams Information & Application Instructions

Agreement, Release & Waiver of Liability:

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

Signature Form:

- Each volunteer must print off and arrange for their sponsoring Rotary Club President to sign this form. The sponsoring Rotary Club President by signing, acknowledges that their Club has agreed to sponsor this volunteer and commits their District to cover the volunteer with Rotary Australia National Travel Insurance.
- The volunteer must also sign this form. If under 18 years of age their parent or legal guardian must sign the form also.
- This form is to verify that each volunteer has read and accepts to adhere to the RAWCS Volunteer Agreement, Release and Waiver of Liability and the Code of Conduct.
- When signed, the document is required to be scanned and uploaded to the application page.

Medical Statement – Fit to Travel:

- Each volunteer must print off both pages –
 - Volunteer Application – Waiver of Liability and Medical Certificate signed by the volunteer.
 - Then arrange their own Medical Practitioner to sign Medical Statement – Fit to Travel form.
- When signed, scan both pages and upload both pages 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.

RAWCS Volunteer Teams Information & Application Instructions

Insurance

All 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.

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

- Each individual Volunteer with details of the Team Registration and copy of the Rotary Australia National Insurance Programme,
- 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.

Travel Policy Covid 19 Exclusion

- Benefits are not payable with respect to any loss, damage, liability, Event, Bodily Injury or Sickness directly or indirectly arising from, relating to or in any way connected with the Coronavirus Disease 19 (COVID-19) (or any mutation or variation thereof or any related strain).
- In the Host country if there is a lockdown or required to go into quarantine, there is no cover for any expenses incurred.
- Hotel Quarantine.
- PCR Test (COVID Test).
- If the airlines cancel flights due to COVID, no cover for cancellation costs incurred. Ensure you are booking flexible tickets, so you are entitled to refunds.
- If Rotary International impose another suspension or if Australia imposes a “do not travel ban” prior to their departure but after the tickets are booked.

Travel Advice

- Travellers 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 Federal Government Smart Traveller website. <https://www.smarttraveller.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.

RAWCS Volunteer Teams Information & Application Instructions

Child Protection:

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

- Yes. RAWCS has a comprehensive Policy on Youth & Vulnerable Persons Abuse 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.
- Each state of residence is different so please check the information available for each state if you do not 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 in the RAWCS Manual – Youth Abuse Harassment Prevention 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.

The screenshot shows the user interface of the RAWCS volunteer application system. At the top, there are logos for Rotary Australian Districts and RAWCS. The user is logged in as Malcolm Dunnett, with the role of Team Leader. The page displays 'Information for Team Leaders' with a link to 'RAWCS Volunteer Team Leader Instructions'. Under 'Team Details', it shows information for team ER19-2022-23, led by Malcolm Dunnett, with an anticipated departure date of 17-Jan-2023. The project is 'Community Development & Education Assistance, Santa Isabel, Solomon Islands (RAOAF)'. The project description mentions providing training and vocational centers in Santa Isabel. The application progress is shown as 6 steps: 1. Application Form (Completed), 2. Agreement, Release & Waiver of Liability (Completed), 3. Code of Conduct (Completed), 4. Signature Form (Completed), 5. Medical Certificate (Completed), and 6. Child Protection (Completed). A 'Team members' table lists Malcolm Dunnett as the Team Leader and Glenn Jones and Em Taylor as Volunteers, all with completed status. A note at the bottom states: '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.'

Rotary Australia World Community Service Ltd - ABN 37 739 341 003, Project Volunteer Application Form			
Rotary Australia World Community Service Ltd – Part 1 – Volunteer Proposal			
Surname	Dunnett	First Name	Malcolm
Rotarian	Yes	Age	
Gender	Male	Home Address	
		Town/City	
		Postal Address	
		Town/City	
		Telephone	
		Email	
Date of Birth		Place of Birth	Australia
Passport No		Date of Issue	22-Mar-2017
Nationality		Expiry Date	22-Jul-2027
Project participating in Community Development & Education Assistance, Santa Isabel, Solomon Islands (RAOAF) Project No 9-2010-11			
Volunteer leaves home and returns for insurance 19-Jan-2023 to 6-Feb-2023			
No. Days you will be working on project			
Occupation (previous if retired)			
Emergency Contact while Volunteer is away on project			
Name		Relationship	Partner
Address		Post Code	2800
Town/City			
Telephone			
Destination	Solomon Islands	Status	Rotary Volunteer
		Dates	20-Jan-2023 to 5-Feb-2023

RAWCS Volunteer Teams Information & Application Instructions

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

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.