

**ROTARY AUSTRALIA WORLD COMMUNITY SERVICE Ltd
DISTRICT 9790**

PROJECT VOLUNTEERS

Project Volunteer Teams

Volunteers:

- should be aged 17 to 75
- be medically fit and capable of working in tropical conditions
- must possess a valid passport with at least 6 months validity remaining.

Teams:

- teams usually comprise 4-6 members
- ideally each team should contain a qualified tradesperson or professional depending on the requirements of the project
- the Team Leader must be a Rotarian
- non Rotarians can take part in a project.

Projects:

Projects usually involve the maintenance and construction of:

- hospitals
- first aid post and medical centres
- schools and kindergartens
- low cost housing
- water supply

- specialists undertake dental and vision projects

The list of RAWCS registered projects is e-mailed to every club each month by the District Webmaster.

The list is also available in District website in the 'What's New' section:

www.rotary9790.org.au

Contact RAWCS Southern Region Project Volunteer Coordinator for further details about the project.

RAWCS Volunteer Manual

Available on RAWCS website www.rawcs.org

Go to the Home Page: select 'Documents' and then 'Forms'

All volunteers should be familiar with the contents of the manual.

Checklist for Team Leader and Duties of Team Leader

Available from RAWCS Southern Region Project Volunteer Coordinator.

Volunteer Application and Agreement Forms

Available on RAWCS website www.rawcs.org

Go to Home Page select: 'Documents and then 'Forms'

‘Volunteer Application Form’ and ‘Volunteer Agreement’
- completed by volunteer and signed by club president.

‘Personal Health Statement’ - completed by volunteer
‘Medical Report Form’ - signed off by doctor

Police Check

A satisfactory police check (National Police Certificate) is now required for volunteers taking part in a RAWCS project.

Victoria:

The ‘Consent to Check and Release National Police Record’ form and ‘Information Sheet’ can be downloaded from the Victoria Police website.

www.police.vic.gov.au

The Volunteer should apply for the police check and show it to the Team Leader.

A fee of \$28.30 applies for each application.

Mail the application to: Public Enquiry Service
Victoria Police
PO Box 418
Melbourne, 8005

Discounted fee for Authorised Organisations.

Clubs may make application for the ‘Community Volunteer Fee’ (CVF) by completing and ‘Application Form for the Volunteer Fee’.

The ‘Application Form for the Volunteer Fee for National Police Records Check’ can be acquired by contacting the:

Public Enquiry Service
(03) 9247 5907

The ‘Procedure for Organisations - Information Sheet’ can be downloaded from the Victoria Police website.

The discounted fee is presently \$13.00

When the Team Leader has sighted the satisfactory police check he/she should record this on the Team Sheet.

Register of Australian Citizens

All Australians travelling overseas on a RAWCS project should register with the Department of Foreign Affairs and Trade before travel. The registration information provided by the volunteer will help the Department to locate the volunteer in case of an emergency – whether it is a natural disaster, civil disturbance or a family emergency.

To ‘Register on Line’ with Australian Government Travel and Consulate Assistance Service

www.smarttraveller.gov.au – Australian Department of Foreign Affairs and Trade

Under Site Navigation select: ‘Register With Us’

Enter details – Submit Registration – Print Form

Team Leader should indicate on the Team Sheet that the volunteer has registered.

Information about risks overseas is also contained in the Department’s website under ‘Travel Advisories’.

Badge Order

RAWCS Southern Region Badges can be purchase at a cost of \$15 each. The Team Leader should indicate on the Team Sheet if badges are required. The Coordinator will order the badges and have them sent to the Team Leader unless instructed otherwise.

Forms to be Returned:

Three weeks prior to departure:

Team Leader to complete ‘Team Sheet’ and send to Southern Region Project Volunteer Coordinator together with: completed ‘Application/Agreement Forms’ and ‘Personal Health Statement and Medical Report’.

Colin McKenzie

RAWCS Southern Region Project Volunteer Coordinator

Unit 3, 22 Grevillia Road

Oak Park

VICTORIA, 3046

At completion of project:

Team Leader to complete ‘Team Leader Report Form’ and ‘Time Sheet’ and send a copy to RAWCS Southern Region Project Volunteer Coordinator

Vaccinations:

Volunteers should contact their doctor to discuss vaccination requirements and recommended malaria prevention measures for the country of destination.

A useful guide can be found on the World Health website. Countries are listed alphabetically.

www.who.int/ith

Visas/Entry Permits

Check to see if a Visa or Entry Permit is required for the country of destination.

Arrange Visas

PNG Visa Protocol

A protocol exists for obtaining entry permits for RAWCS volunteers working on projects in Papua New Guinea. All PNG Entry Permit Applications for RAWCS Project Volunteers are to be made through the Eastern Region Visa Officer, Mary-Ann Wheatley.

- see 'PNG Entry Permit Instruction Sheet' and 'Application for Entry Permit'
(available from RAWCS Southern Region Project Volunteer Coordinator)

The cost of the Entry Permit for RAWCS volunteers is currently \$7.00.

Travel Arrangements

Travel arrangements can be made through the Southern Region Treasurer:

Garry Gunnell
PO Box 807
Strathfieldsaye
VICTORIA, 3551
ggunnell@netcon.com.au
Tel: 0354 39 3544

Payments to: "Rotary Australia Overseas Aid Fund" are tax deductible

Insurance

RAWCS Project Volunteers are covered by the Rotary Australia National Insurance Programme.

A summary of the policy is available by contacting the RAWCS Southern Region Project Volunteer Coordinator.

The RAWCS Project Volunteer Coordinator will:

Provide information to all prospective volunteers/team leaders and clubs.

Receive and process forms submitted by volunteers.

Arrange Insurance Cover with the Rotary Insurer

Notify District Governor of the host district/country of the team's presence in the district

Order Badges and arrange for them to be sent to the Team Leader

Send copy of Team Sheet to National Coordinator: Roger Dennis

Maintain a secure file of all volunteer documentation

Report to District 9790 International Service Chairperson and RAWCS Southern Region.

Complete the annual CAP AUSAid list of volunteers.