

VITAL CONNECTION VOLUNTEER APPLICATION

Private and Confidential Information – for administrative purposes only

MEETINGS ADDRESS: South Brisbane Seventh-day Adventist Church
34 O’Keefe Street Buranda Qld 4102

KITCHEN ADDRESS: Central Brisbane Seventh-day Adventist Church
19 Eagle Terrace Brisbane Qld 4000

TELEPHONE CONTACTS: Chairperson: 0414 364 845
Operations: 0409 582 578
Treasurer: 0424 034 888

VOLUNTEER’S NAME:

TELEPHONE: **MOBILE:**

ADDRESS:

EMAIL:

NEXT OF KIN (in case of an emergency): Name:

Telephone:

GENERAL PRACTITIONER (GP): Name:

(in case of an emergency) Telephone:

SPECIAL HEALTH CONDITION (if any)

MEDICATION BEING TAKEN (if any):

ANY HEALTH ISSUES THAT MAY AFFECT YOUR VOLUNTEER WORK?

PRIME AREA OF INTEREST: (Tick at least one area in each line)

SOUP KITCHEN:	CBD-Saturday	CBD-Sunday	CBD-Monday	Inala-Wed

	Food Preparation	Food Serving	Cleaning up	Personal

OTHER AREAS Special Skills (describe briefly)

HOURS PER WEEK:hours

HOW DID YOU HEAR ABOUT VITAL CONNECTION?

REFERRED BY:

VITAL CONNECTION VOLUNTEER CONTRACT

This document has been prepared to establish some guidelines for the standards of conduct and dress expected of volunteers while they undertake any work for our organization. It must be remembered that the attitudes and actions displayed by all of us will determine the reputation of Vital Connection and that of ADRA Australia with whom we are affiliated. We all therefore have a responsibility to raise that reputation and not damage it.

Although we have no authority to try to control your lives outside those times when you are working as a volunteer for us, we would like to remind you that anyone who see any of us at other times, will automatically associate us with Vital Connection and ADRA Australia, so we still have some responsibilities at all times.

CODE OF CONDUCT

IT IS EXPECTED THAT YOU WILL:

1. Accept all people for “who they are” – without any prejudice or discrimination of any type. Acceptance of others “where they are at present in their lives” is a vital key to our success and their growth.
2. Treat everyone as an individual with unique characteristics – with respect and tolerance. This applies not only to our clients but also to all fellow volunteers, the members of the Management Committee and the public at large.
3. Be prepared to take advice and listen to team leaders and fellow volunteers. We must remember that we are members of a team, and working together well in a team situation is of vital importance to our success.
4. Talk about the organization and its members positively. Loyalty is very important to building the right spirit and attitude within ourselves as well as Vital Connection.
5. Be courteous and polite at all times – not arguing with clients and fellow volunteers, especially in the presence of clients or the public.
6. Keep your conversations free of bad language, disrespectful comments, aggressive phrases or raised volume of voice. Indeed all conversation should be loving, courteous and respectful.
7. Not engage in the use of alcohol, tobacco and drugs of any type.
8. Not exhibit violent tendencies of any type.
9. Agree to undertake any training that may be necessary – especially that relating to the preparation, handling and serving of food.
10. Always be ready to offer assistance to clients and fellow volunteers or call for assistance immediately there are any difficulties whatsoever.
11. Preferably not bring valuables while volunteering, but if they are there ask the team-leader for their safe storage while undertaking your work.
12. Apply for and obtain a “Blue Card” under Queensland legislation relating to the safety of Children and Young People.

DRESS CODE

IT IS EXPECTED THAT YOU WILL:

- Be dressed cleanly, neatly and appropriately.
- Wear appropriate “closed” footwear to meet the requirements of the Workplace Health and Safety Act, a copy of which is available for perusal upon request.
- Pay attention to personal hygiene in all aspects so as to leave a good impression.

VITAL CONNECTION VOLUNTEER CODE OF CONDUCT AND DRESS

FOOD HANDLING

- Washing hands before commencing work is necessary.
- Wearing gloves while preparing and handling food is mandatory.
- Anyone who is sick (colds, flu, etc) should not participate in any work.

SOLVING PROBLEMS

When a problem or issue arises, the following steps should be taken:

- Try to resolve the problem or issue with the person concerned - if that is not likely to result in further trouble.
- If the first step is not successful, ask the team-leader or chairperson of the Management Committee to act as a mediator.
- If the problem continues to be unresolved, the chairperson of the Council of Governance will be asked to look at the matter.

FINALLY:

Value yourself as a “child of God”, accept yourself as God accepts you, have respect for yourself as an individual to whom God gives freedom of choice as well as the responsibility for your actions. By doing this you will be able to accept and respect those with whom you will come in contact in your work as a volunteer for Vital Connection.

Thank you for joining the Vital Connection team. Your valuable contribution is appreciated and we look forward to working with you.

CONTRACT AGREEMENT

I acknowledge that I have read and that I understand this document, and I am prepared to:

- **abide by its requirements;**
- **abide by the general philosophies and procedures of Vital Connection as well as the ideals of ADRA Australia with whom Vital Connection is affiliated; and**
- **work in full harmony with all members of the Vital Connection team of volunteers in their endeavours to serve the under-privileged in our community.**

Signed:
Name (printed):

Date:/...../.....

Witness:
Name (printed):

Date:/...../.....