

Volunteer Team Information & Application Instructions

The on-line application form and uploads must be completed by every Volunteer on the team not less than **two weeks (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?

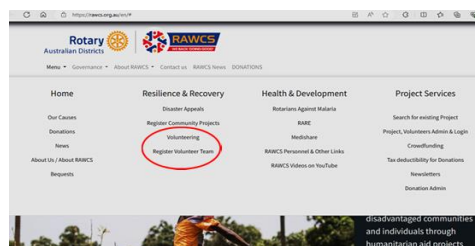
- The **Project Volunteer Team** program is not restricted to members of Rotary and Rotaract Clubs. Partners and non-Rotarians are most welcome to participate. While Volunteers are usually required to fund their own costs of travel, accommodation and living expenses, in some instances, Rotary Clubs or 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:

<https://volunteers.rawcs.com.au/TeamRegistration.aspx>

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

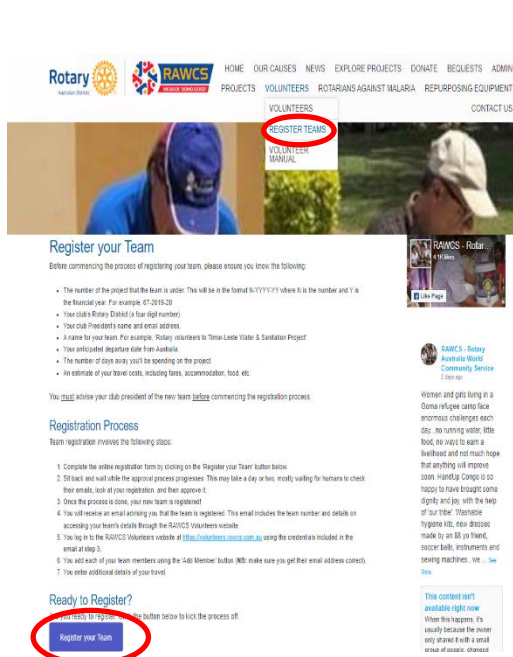
They must:

- 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.



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 Member](#)

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, smartraveller.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						EG X

[Add Member](#)

You are viewing page 1 of 1

Regional Supervisor Actions
 Amend details: [Edit](#)

Team Details

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Add Team Member

Email:

First Name:

Preferred Name:

Middle Name(s):

Family Name:

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) - fixed out by Regional Volunteers Managers only

Travel Costs: Regional Managers approve the total cost of this volunteer's travel, accommodation and food for this trip to work on this project in AUS

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

[Add Member](#)

You are viewing page 1 of 1

Regional Supervisor Actions
 Amend details: [Edit](#)
 Team member details: [Review](#)
 Insurance Documents: [Send](#)

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.

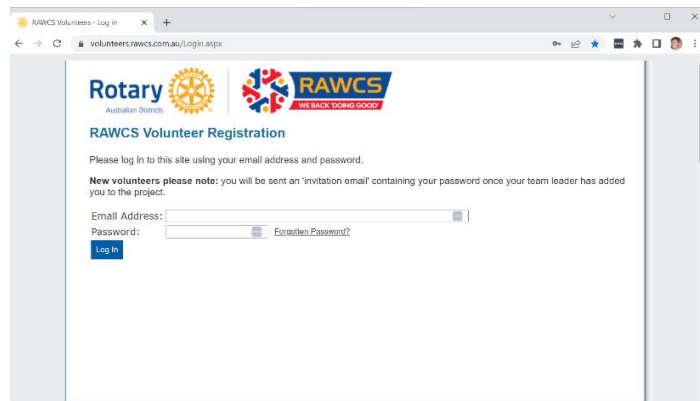
- The Team Leader also needs to enter all of their own details, electronically sign and upload their personal documents such as medical certificate and proof of child protection.
- The Team Leader should enter a realistic estimated value for the Travel costs (airfare, accommodation & meals) for each 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

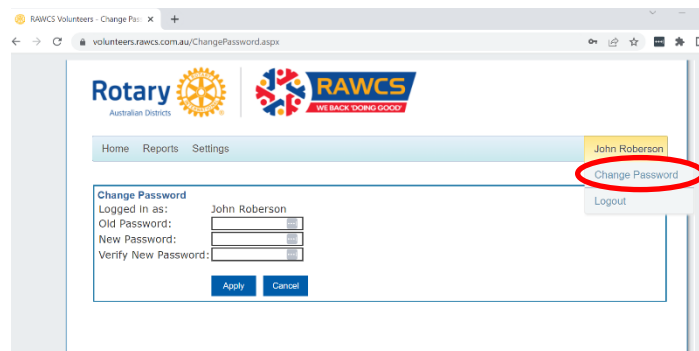
The on-line application form and uploads must be completed by every Volunteer on the team not less than **two weeks (14days)** before the date of departure.

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.

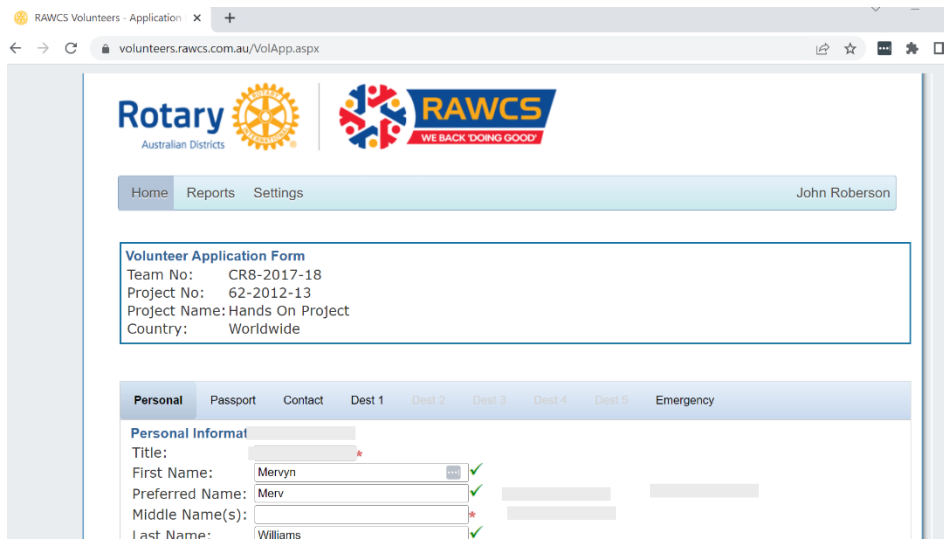


After entering the site, they should click on the “New Password” tab located at the top of the page and change their password to one that they can remember to give security for their information.



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 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 **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, 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.

Under 18 years of age volunteer:

- 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 *Medical Statement – Fit to Travel* 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. <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 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 **Save** 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   **RAWCS**
WE BACK TOGETHER

Home Reports Malcolm Dunnett

User Details
 Logged in as: Malcolm Dunnett
 Role this session: Team Leader

Information for Team Leaders
 RAWCS Volunteer Team Leader Instructions. [View](#)

Team Details
 Team No: ER19-2022-23
 Team's Region: Eastern
 Anticipated Dep Date: Tue 17-Jan-2023
 Project No: 9-2010-11
 Project Name: Community Development & Education Assistance, Santa Isabel, Solomon Islands (RAOAF)
 Country: Solomon Islands
 Project Description: To provide and build community training and vocational training centres in the Province of Santa Isabel. Assist in training to provide vocational education, leadership, PDHPE, drug/alcohol & youth development programs.
 Project's Region: Eastern
 Sponsor Club: Rotary E-Club Serving Humanity
 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.

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

1. ✓ Application Form: [Modify](#) [View](#)
2. ✓ Agreement, Release & Waiver of Liability: [View](#)
3. ✓ Code of Conduct: [View](#)
4. ✓ Signature Form: [Download](#) [Upload Completed](#) [View Completed](#)
5. ✓ Medical Certificate: [Download](#) [Upload Completed](#) [View Page 1](#) [View Page 2](#)
6. ✓ Child Protection: [Select...](#) [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	Details	Progress	Application	Signature	Medical	WWC	Action
Malcolm Dunnett	Team Leader							
Glenn Jones	Volunteer							
Elm Taylor	Volunteer							

[Add Member](#)

10:28 AM 19/12/2021 1:07

Rotary   **RAWCS** 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**
 Gender **Male** Age _____
 Home Address _____
 Town/City _____ Post Code _____
 Postal Address _____
 Town/City _____ Post Code _____
 Telephone _____
 Email _____

Date of Birth _____ Place of Birth **Australia**
 Passport No _____ Date of Issue **22-Mar-2017** Expiry Date **22-Jul-2027**
 Nationality _____

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 _____
 Town/City _____ Post Code **2800**
 Telephone _____

Destination **Solomon Islands** Status **Rotary Volunteer**
 Dates **20-Jan-2023 to 5-Feb-2023**

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 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 (14days) before the date of departure.**