



## Volunteering WA – Membership Application Form

### Contact details

Organisation name: \_\_\_\_\_

Website address: \_\_\_\_\_

Street address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal address  same: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

#### Primary Contact Person

Name:

Position:

Phone:

Email:

#### Volunteer Coordinator same as Primary

Name:

Position:

Phone:

Email:

(To list volunteer positions on the Volunteering WA website, a valid email address must be provided and kept up to date)

### Registration Category and Fees

Please select from one of the categories below:

#### Community Organisation

- |                          |   |               |
|--------------------------|---|---------------|
| <input type="checkbox"/> | Small (under \$500K pa turnover):             | \$ 77 inc GST |
| <input type="checkbox"/> | Medium (\$500K to \$1.5 Million pa turnover): | \$132 inc GST |
| <input type="checkbox"/> | Large (over \$1.5 Million pa turnover):       | \$187 inc GST |
| <input type="checkbox"/> | Position listing only                         | free service  |

#### Other

- |                          |                      |               |
|--------------------------|----------------------|---------------|
| <input type="checkbox"/> | Educational:         | \$132 inc GST |
| <input type="checkbox"/> | Local Government:    | \$187 inc GST |
| <input type="checkbox"/> | Government Agencies: | \$440 inc GST |
| <input type="checkbox"/> | Individual:          | \$ 55 inc GST |

### Payment Options

Cheque enclosed payable to: Volunteering WA

Direct credit

Acct Name: Volunteer Centre of WA Inc

Acct No: 419532-9

BSB: 306 053

Ref: Invoice number or name of organisation

EFT: [info@volunteeringwa.org.au](mailto:info@volunteeringwa.org.au)

Bankwest

## Organisational Profile

(this section should only be completed by volunteer involving organisations)

Please provide a brief statement of programs/service provided:

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What is the main focus of your service?

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Arts/Culture/Heritage    | <input type="checkbox"/> Children & Youth | <input type="checkbox"/> Disability Services                    |
| <input type="checkbox"/> Environment/Conservation | <input type="checkbox"/> Education        | <input type="checkbox"/> Emergency Services                     |
| <input type="checkbox"/> Ethnic                   | <input type="checkbox"/> Health           | <input type="checkbox"/> Human Rights/International             |
| <input type="checkbox"/> Recreation               | <input type="checkbox"/> Seniors          | <input type="checkbox"/> Service <input type="checkbox"/> Sport |

Number of volunteers in the organisation: \_\_\_\_\_

Does the organisation have a designated Volunteer Coordinator/Manager?

- Yes  No  Paid  Unpaid

Is there a set annual budget allocation for the Volunteer Management Program?

- Yes  No

Does your organisation give cash reimbursement for volunteers' out-of-pocket expenses?

- Yes  No Details \_\_\_\_\_

Volunteering WA has inclusion programs for the following groups. Please tick relevant boxes if you would like further information:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Corporate groups                                      | <input type="checkbox"/> People with disabilities    | <input type="checkbox"/> Regional visiting volunteers |
| <input type="checkbox"/> Culturally & linguistically diverse/indigenous groups | <input type="checkbox"/> School students Yrs 10 – 12 |   |

## Insurance Details

(this section should only be completed by volunteer involving organisations)

### New member or position listing service:

If you are registering for the first time as a member organisation or just to use the position listing service, Certificates of Currency for both **Public Liability & Volunteer Personal Accident** insurances **must be provided to Volunteering WA** with your application for registration.

### Insurance Declaration:

*An organisation listing volunteering opportunities with Volunteering WA agrees that it is an independent organisation responsible for its own actions, including maintenance of insurances, and that it is not an agent of Volunteering WA and will not hold itself out as such. The organisation further acknowledges and agrees that it is solely responsible for the operations or conduct of its volunteers or of any affiliate organisation(s) using this listing service and that it will indemnify and hold harmless Volunteering WA in the event of any breach of this declaration. Volunteering WA reserves the right to request member and position listing organisations to produce evidence of required insurances at any time. In addition, organisations agree to immediately inform Volunteering WA of any changes in the status of required insurance coverage.*

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed forms and any payment/certificates to the address below.**