

## NEW ORGANISATION REGISTRATION FORM

Please assist with updating our records by completing this form and returning to the  
 Bendigo Volunteer Resource Centre (ph. 03 5441 1404) via:  
 Email: [info@bgovvolunteers.org.au](mailto:info@bgovvolunteers.org.au)      Mail: P O Box 374 Bendigo Vic 3552

### Organisation Details

Organisation Name: \_\_\_\_\_

Organisation ABN: \_\_\_\_\_

C.E.O. of Organisation: \_\_\_\_\_

C.E.O. Email: \_\_\_\_\_

Location Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Local Govt Area/Shire: \_\_\_\_\_

Phone: \_\_\_\_\_

Manager of Volunteers: \_\_\_\_\_

Manager's Email: \_\_\_\_\_

When available for contact (days & times): \_\_\_\_\_

2<sup>nd</sup> Contact Person: \_\_\_\_\_

Are you a 'Not For Profit' organisation?     Yes     No

Does your organisation hold Deductible Gift Recipient (DGR) status?     Yes     No

Is your organisation incorporated?     Yes     No    If not, which organisation are you auspiced by?

### Promotion (please tick)

Bendigo Volunteer Resource Centre can promote your organisation's volunteer roles via the following:

- Monthly Newsletter
- Go Volunteer Website
- Do Something Near You Website
- Bendigo Volunteer Resource Centre's Webpage [www.bgovvolunteers.org.au](http://www.bgovvolunteers.org.au)
- Bendigo Volunteer Resource Centre's Facebook / Twitter

### Corporate / Employee Volunteering

Does your organisation engage Corporate / Employee Volunteers?     Yes     No

Are you interested in attending a Corporate Volunteering Workshop designed to assist your organisation to develop a Corporate Volunteering Program?     Yes     No

### One-Off Events

Is your organisation involved in one-off events?     Yes     No

If Yes, when is the event happening? (month?) .....

Do you require extra volunteers to assist with staging this event?     Yes     No

Do you require assistance with developing position descriptions for these short term / one off event volunteer roles?     Yes     No

### Centrelink Clients

Is your organisation on the Centrelink Approved Register to accept volunteers?     Yes     No

## Your Volunteer Program

- Does your organisation have an information kit / induction program for volunteers?  Yes  No
- Does your organisation have a policy and procedures manual?  Yes  No
- If No, do you require assistance to develop these documents?  Yes  No
- Are you interested in attending a Workshop on Volunteer Management?  Yes  No
- Do volunteers require a Police Check to volunteer with your organisation?  Yes  No
- Does your organisation complete the Police Check process on behalf of volunteers?  Yes  No
- Do volunteers require a Working With Children Check to volunteer with your organisation?  Yes  No

## Minimum Standards

It is a requirement of the Bendigo Volunteer Resource Centre that the following Minimum Standards for involving Volunteers are met by organisations who wish to register with the Centre.

These minimum standards are:

- Registered Not-For-Profit organisation
- Insurance coverage
- The volunteer does not replace paid positions
- Reimbursement of approved out-of-pocket expenses
- Orientation and relevant training for volunteers
- A Manager or Supervisor of volunteers or designated contact person exists
- The recommended maximum work undertaken by a volunteer is 16 hours per week

## Insurance for Volunteers

Is your organisation covered by the State Government of Victoria Funded Community Service Organisations?  Yes  No

OR do you have appropriate **Personal Accident Volunteer Insurance**  Yes  No

Insurer: .....

Policy Number: ..... Expiry Date: ...../...../.....

**And** **Public Liability Insurance**  Yes  No

Insurer: .....

Policy Number: ..... Expiry Date: ...../...../.....

Please attach a copy of your *Current Certificates of Currency*  Sighted  Photocopy received

## Insurance & Organisation Declarations:

An organisation listing volunteering opportunities with Bendigo Volunteer Resource Centre agrees that it is an independent organisation responsible for its own actions, including maintenance of insurances and that it is not an agent of Bendigo Volunteer Resource Centre 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 Bendigo Volunteer Resource Centre in the event of any breach of this declaration. Bendigo Volunteer Resource Centre 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 Bendigo Volunteer Resource Centre of any changes in the status of required insurance coverage.

I certify that paid positions are not being replaced by the use of volunteers and that information provided on this form is correct.

Authorised Signatory: ..... Date: ...../...../.....

Name: ..... Position: .....

- All information will be handled confidentially in accordance with the *Privacy Act 1988*.
- The Bendigo Volunteer Resource Centre Inc. receives financial support from the Australian Government.

Please return completed form to: Bendigo Volunteer Resource Centre P O Box 374, Bendigo Central Vic 3552  
Phone: 03 5441 1404 Email: [info@bgovolunteers.org.au](mailto:info@bgovolunteers.org.au)  
Location: Bendigo Library – 251-259 Hargreaves St, Bendigo