

Agency Registration Kit

This kit provides details on how your organisation can become a member of the Boroondara Volunteer Resource Centre and what benefits your membership provides. There is no cost for this membership.

In this kit you will find:

- An agency registration form.
- An information sheet entitled "Services Provided by the BVRC" which outlines the main benefits of BVRC membership for your organisation.

Before you complete your form:

In keeping with the philosophy of volunteering, organisations seeking volunteers who are referred by a Volunteer Resource Centre (VRC) should have a legal **not-for-profit status**. Agencies funded by the Department of Human Services that are not strictly not-for-profit may be an exception to this. In addition to this, for the protection of the volunteers and their employing agencies, adequate **types of insurance** need to be maintained. You will need to provide us with copies of your Not for Profit status, as well as copies of your Certificates of Currency for both Public Liability and Volunteer Personal Accident insurances.

Please ensure you complete all details on the Agency Registration form. Your membership will not become active until we have all details required. We will contact you should there be anything that requires more information or clarification. We will write to you once your membership becomes active.

Some organisations have found it difficult to meet the minimum standards, and if your organisation does not have the minimum requirements we seek, cannot obtain or chooses not to acquire the minimum requirements we seek, then we cannot offer membership of the BVRC and the services that we provide. You should be aware that we follow the same practices as other VRCs nationwide, in addition to state and national bodies in the volunteering sector.

You also will be asked to re-register with us each year around the time of expiration of your insurance. We look forward to assisting your organisation with recruitment, training, support, promotion and recognition of your volunteers.

BOROONDARA VOLUNTEER
RESOURCE CENTRE



REGISTRATION FORM

Organisation Name:
Contact Name:
Position of contact person:
Address (Physical location):
Address (Mail location):
Telephone:
Fax:
Email:
Website address:
Service Profile: (please provide a brief profile of the organisation)
Your agency category. Please choose one of the following options: Arts/Cultural/Heritage, Community Services/Health/Welfare, Conservation/Environment/ Animal Welfare, Education, Emergency Services/Safety, Sport/Recreation, Other:
Does your organisation retain not-for-profit status? YES / NO
Does your organisation receive HACC funding? YES / NO
Does your organisation retain a status other than not-for-profit, but is HACC funded? YES / NO
Minimum time commitment required for volunteers to provide service (Please circle): <i>3 months 6 months 12 months 18 months None</i>
Do you have any specific or general brochures/pamphlets for information? YES / NO
Does your agency have need for Culturally And Linguistically Diverse (CALD) volunteers? If so, please specify:
Days/hours of operation (please make this relevant to volunteers activities):

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Volunteers require insurance for their protection. As a minimum, organisations wishing to register with the BVRC need to provide both public liability insurance and also personal accident insurance that contains a clause for volunteer activities. Please provide copies of the Certificates of Currency for both public liability insurance, and also of personal accident insurance (with a clause for volunteers). These Certificates of Currency should state the name of the insurer, the policy number(s) and the expiry date(s).

Please also provide a copy of your Not For Profit status.

Will you accommodate secondary students as part of a community placement program? YES / NO

Would you be willing to place a volunteer who falls under a formal Centrelink program (e.g. Newstart/Mutual Obligations, etc) for up to 16 hours per week? YES / NO

Prior to an individual commencing volunteering with your organisation, please identify any activities they are required to undertake (Please circle all that apply):

Interview Induction training Reference check Police check Working with Children Check
Screening process Application form

Other (please state):

Privacy Statement

The personal information requested on this form is being collected by council for the sole purpose of registering with the BVRC. The personal information will be used solely by council for that primary purpose or directly related purposes. Council may disclose this information to potential volunteers, BVRC clients, other VRCs and volunteer bodies for the purposes of volunteer recruitment and referral. If this information is not collected the BVRC may be unable to register the agency or organisation. The applicant understands that the personal information provided is for the purpose of referring potential volunteers and other BVRC clients to your agency or organisation and that he or she may apply to council for access to and/or amendment of the information. Requests for access and or correction should be made to council's privacy officer.

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SERVICES PROVIDED BY THE BVRC

Option	Description
Volunteer Referral	With more than 200 not-for-profit organisations registered with the Centre, the BVRC provides access to a broad range of volunteer positions, across a diverse body of organisations. Volunteers are not directly 'matched' or compelled to take up a position, but are assisted with a guided referral.
Training Program	A calendar of training opportunities for volunteers and for managers of volunteers is compiled by the BVRC and added to as new opportunities are advised. Training aims to address the learning and development needs of volunteers and paid staff working in the local community. All training is provided free of charge unless otherwise indicated.
Agency Network Meetings	The Centre coordinates monthly agency network meetings, which provide an opportunity for staff working with volunteers to discuss their programs and work through relevant issues.
Boroondara Bulletin	The 'Boroondara Bulletin' (BB) is the local paper produced by the City of Boroondara. On a monthly basis, space is allocated, free of charge, to promote volunteering. This space includes stories about volunteering within the community.
Progress Leader	This is another free advertising opportunity of positions for volunteers. It is a monthly column in the Progress Leader that advertises from 10 to 20 available volunteer positions within the City of Boroondara and the surrounding areas.
Agency Email Bulletins	These email bulletins are distributed on a weekly/fortnightly basis and are designed for staff who work with volunteers. They provide updates on current BVRC issues, training, activities and information relevant to volunteer managers and coordinators.
Volunteer Newsletter	Distributed quarterly, this informative newsletter is designed for current and potential volunteers interested in finding out more about volunteering opportunities and issues generally.
Volunteer Expo	The BVRC runs an annual Volunteer Expo which, for the last few years, has been held at the Hawthorn Town Hall mid-March (more recently on the Wednesday after the Labour Day weekend). The Expo is a great opportunity for agencies to participate by booking a stall and chatting informally to the various people who attend. It's not only a chance to recruit volunteers, but an opportunity to promote your organisation more generally.

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International Volunteer Day (IVD) and National Volunteer Week (NVW)	The BVRC participates in a number of special events each year to help volunteers and staff celebrate the contribution made by volunteers. Initiatives are undertaken during National Volunteer Week in May and International Volunteer Day in December.
Telephone information and support relating to volunteer management	BVRC staff members are available to provide telephone information and support to agencies between the hours of 9am - 5pm Monday to Friday. Meetings can also be arranged upon request.
Referral point for volunteers who cannot be placed	The BVRC can act as a referral point for volunteers who have contacted agencies directly, but who may not be suited for the position. Volunteers found not suited for the position in this instance will again be referred to the BVRC to consider other options
Internet presence	Information about the BVRC can be found on our website at www.bvrc.org.au . Information for the general public in addition to managers of volunteers is available for perusal. The BVRC also has a Facebook page.
Go Volunteer	GoVolunteer (www.govolunteer.com.au) is Australia's first national volunteer recruitment website. It is a not-for-profit site providing a listing of current opportunities available across the nation. On a monthly basis, the BVRC automatically uploads your volunteer jobs onto the GoVolunteer website, handles the enquiry traffic and refers to your organisation as appropriate.
Agency Support	BVRC staff can assist member organisations through activities not mentioned here already. These may include the co-development of a volunteer program, assist in the development of a training program for volunteers in your organisation, undertaking joint information sessions within the organisation to ensure that paid employees are able to work with volunteers - or any other relevant and worthwhile activity our staff can assist you with.
3WBC Radio Publicity	The BVRC has secured a free 1-hour radio spot on 3WBC (Whitehorse-Boroondara Community Radio - 94.1FM) every second Thursday from 3:00pm - 4:00 pm. This is a wonderful opportunity to not only promote the benefits of volunteering, but is also a chance to promote your organisation and its current volunteer needs. Bookings are taken through the BVRC.