

## VOLUNTEER REGISTRATION FORM

<b>TITLE:</b>	<b>FIRST NAME:</b>	<b>LAST NAME:</b>
<b>ADDRESS</b>		
<b>SUBURB:</b>	<b>STATE:</b>	<b>POSTCODE:</b>
<b>PHONE:</b>	<b>MOBILE:</b>	
<b>EMAIL:</b>		
<b>ANY MEDICAL CONDITIONS THAT WE SHOULD CONSIDER?:</b>	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>
<b>DETAILS:</b>		
<b>EMERGENCY CONTACT DETAILS:</b>		
<b>NAME:</b>	<b>PHONE:</b>	<b>RELATIONSHIP:</b>
<b>NAME:</b>	<b>PHONE:</b>	<b>RELATIONSHIP:</b>
<b>Volunteer Assignments</b> (tick)	<b>OFFICE</b> <input type="checkbox"/>	<b>GENERAL</b> <input type="checkbox"/> <b>TUTOR</b> <input type="checkbox"/>

- *I certify the information provided in this form has been provided voluntarily.*
- *I understand that information collected on this form is for the sole purpose of U3A Ipswich and that none of this information will be disclosed to a third party - except the Ipswich City Council - without my knowledge.*
- *I agree to abide by the rules of the Incorporation, Code of Conduct and Procedures and the By-laws of the Association.*
- *I volunteer without any expectation of remuneration and am responsible for ensuring that I am prepared for this activity.*

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## SURVEY OF YOUR SKILLS AND EXPERIENCES

[Note that this information will only be used to better match U3A volunteers with U3A projects].

*Please tick where relevant to you and provide additional information if you wish.*

<b>Customer Services</b> with U3A members and the general public	Very Confident	Not confident	No experience
Face-to-face interaction			
Telephone interaction			

<b>Marketing: &amp; Promotion</b>	Very Confident	Not confident	No experience
Stalls: manning an information stall			
Cold Calling calling the general public			

<b>Administrative support</b>	Very Confident	Not confident	No experience
Photocopying			
Packaging of newsletters and other materials			
Handling moneys and receipting			

<b>Microsoft Office Suite or similar software</b>	Very Confident	Not confident	No experience
Word processing: basic, mail merge, labels			
Spreadsheet: calculations			
Databases: data entry, export/import, mail merges			
Graphic and newsletter design			
Accounting packages such as MYOB			

<b>Electronic Communications:</b> Smart phones/Tablets	Very Confident	Not confident	No experience
General handling			
Website design and maintenance			
Social media (Facebook)			
Electronic distribution ie Mail Chimp			

Do you have experience with ?	YES	NO	Level or Type of Certificate
<b>Food Handling</b>			
<b>First Aid</b>			
<b>Drivers License</b>			
<b>Handyman/woman skills</b> (small repairs)			

<b>Maintenance:</b> Are you willing and able to carry out:-	YES	NO	
Office cleaning including kitchen and vacuuming			
Cleaning of amenities such as toilets			

<b>Additional skills:</b> such as	YES	NO	
<b>Legal expertise</b> (checking documents etc...)			
<b>Mediation</b>			

<b>Additional skills:</b> provide details here	