

# Volunteer Welcome Pack



Dear Volunteer,

Welcome to Variety and a huge thank you for deciding to donate your time to Variety – the Children's Charity Tasmania. The work we do aims to enrich, improve, and transform the lives of Tasmanian children who are sick, disadvantaged or have special needs. Without the assistance of volunteers we could not continue to do some of the vital work we do within the community, so we thank you in advance for your support.

Enclosed is your welcome pack to give you a better idea of the range of volunteer roles Variety offers and the process to get involved. Initially you will be invited to meet with our Events and Fundraising Coordinator and introduce you to the team here at Variety Tasmania and other volunteers. There is some reading and related bits of paper work which are included in this pack that need to be completed prior to your first volunteering experience with Variety.

**Your welcome pack contains:**

Volunteer opportunities

Other ways you can get involved

Application form for personal details, availability and preferences (NOTE: Only necessary to fill out if you haven't already done so online or via email)

Codes of conduct

National Police Check

Upcoming events calendar

If you would like to volunteer at events where children may be present you will need to complete a National Police Check Form. We can provide the forms for you and please send it back to us with a copy of photo ID to be kept on our records. If you have any queries please contact Variety Tasmania by calling 03 6248 4888 or email [info@varietytas.org.au](mailto:info@varietytas.org.au)

Thank you again and we look forward getting you started volunteering with Variety.

The Variety Team



# WAYS TO GET INVOLVED

## WHO ARE VARIETY?

Variety — the Children's Charity, is dedicated to enriching and improving the lives of Australian children who are sick, disadvantaged or have special needs. Variety helps thousands of children each year gain mobility and communication, freedom, independence and the chance to join in with other kids in the community with the provision of equipment, scholarships and experiences.

## INTRODUCE US TO YOUR WORKPLACE

We have many opportunities for corporates to be involved with Variety. Why not ask us more about how we could engage staff at your workplace. Workplace Giving is a simple yet powerful way for employees to assist Variety to deliver essential equipment and services to Australian

children in need, through dollars received via regular payroll deductions. Once established, Workplace Giving provides both Variety and the business with a low cost and low maintenance way to support the community.

### Tailored Volunteer Days

Variety can arrange tailored/exclusive experiences for corporate teams with some of Variety's disadvantaged and special needs children. It is a wonderful opportunity for staff teams to experience Variety's work within the community, connect with the children and give them a day to remember.

For more information on the above please contact us.

## BECOME A REGULAR GIVER

There is no better way to help give ongoing support to Variety which will ensure we can continue to deliver our vital assistance to children in need across Tasmania.

**\$16 per month** (that is one take away coffee a week!) can make a big difference and will go a long way to helping a child with special needs to learn with assistive software to positively transform not only their academic performance but also their classroom experience  
**\$50 per month:** The gift of **EDUCATION**. Help one child to fulfil their potential by providing them with a one year Scholarship in an area they are passionate about.

Become a regular giver at [www.variety.org.au/tas](http://www.variety.org.au/tas)

## ATTEND AN EVENT

Variety is well known for an array of fantastic events held each year including Variety Oasis Tasbash, Carols By Candlelight, Variety Santa Fun Run, Variety Cruise For Kids and more. Check out our website for more details and why not organise some friends or family to come along to the next event that interests you.

## HOST A COLLECTION BOX

Collection boxes are available from the Variety office.

## SPEAK UP

Be a Variety advocate in the community, helping us raise awareness — share the knowledge you have on Variety with people you know.

Follow **Variety Tasmania** on **Facebook** to keep up to date — don't forget to share it with others.



## VARIETY EVENTS

Variety run a range of events throughout the year including fundraising events from Ladies of Variety Events, the Variety Santa Fun Run to the Variety Oasis Tasbash. There is a broad spectrum of roles that need to be filled to allow these events to run smoothly and to be a success. You can volunteer with anything from office based administration to gift wrapping, to turning sausages on the barbeque and many more.

## HANDS ON

- \*Be a fundraising event volunteer — helping set up the venue, sell raffle tickets, welcome guests, auction spotting and more.
- \*Be a volunteer at one of Variety's charity partner events.
- \*Help spread the word at events by interacting and holding collection boxes.
- \*Help with letter box drops promoting Variety events.
- \*Putting together gift packs and goody bags for events.
- \*Assisting at events for children with various activities such as face painting, preparing food, arts and crafts facilitation and much more (the range can be broad).
- \*Organise your own fundraising event for Variety at your school or within your local community. Our team can help with ideas and advice on how to get started and to run the events if needed.

## ADMIN

Have some spare time on your hands and a particular skill set that could help in our office? Let us know and you can possibly help in our marketing team, events or Bash teams or with general admin

## FOR THE HANDY

Do you know one end of a hammer from the other? A dab hand with a paint roller or a shovel? There are always groups we work with that need some extra help.





# CHILD PROTECTION AND CONFIDENTIALITY POLICIES

## CHILD PROTECTION

This policy guides staff,

volunteers, supporters and sponsors on how to behave when working with children. Although staff, supporters and volunteers at Variety work in various capacities with children, this code of conduct applies to all who work face-to-face, online and remote interaction with children. Variety Tasmania is committed to the safety and wellbeing of all children who are involved in our work. We support the rights of children, as well as those of staff and partners, and encourage their active participation in the building and maintaining of a safe environment for children.

Variety Tasmania and all those who work with us will act at all times in the best interests of children, and will do all that we can to ensure their safety.

This policy forms part of the formal induction process for all employees and volunteers of our organisation.

All children who participate in our work are involved in reviewing, promoting and enforcing this policy, so they are familiar and comfortable with the procedures for raising complaints. This policy is reviewed on an annual basis.

### Confidentiality

Variety Tasmania respects the privacy and rights to confidentiality of all people involved in our work. It is everyone's responsibility to maintain confidentiality on issues experienced by young people and to report those only in an appropriate manner to relevant staff. Personal information will only be shared if it's relevant to the participation of a child involved with our organisation, or where it may place staff or another person at risk.

## CODE OF CONDUCT

### DO NOT

- Spend time alone with a young person.
- Engage in rough physical games, hold, kiss, cuddle or touch children or young people in an inappropriate and / or culturally insensitive way.
- Use sexualised or inappropriate language, even as a joke.
- Practice favouritism when building relationships with young people
- Consume alcohol, non-prescription drugs or illicit drugs when acting on behalf of Variety.
- Offer children any food or drink (due to allergies).

### DO

- Conduct yourself in a manner consistent with your position as a staff member, partner, or volunteer of Variety Tasmania, and as a role model to young people.
- Our number one priority is the safety and well being of children. This is to be remembered and adhered to in all activities.
- Treat all people with respect and be open to and accepting of diversity and difference in people's backgrounds, work style and personal preferences.
- Raise all concerns, issues or problems with a Variety staff member.
- Make sure that any allegations or suspicions of abuse, discrimination or harassment are recorded and acted upon as appropriate.
- Respect confidentiality processes when sharing information about young people.



# VARIETY TASMANIA

## VOLUNTEER APPLICATION FORM

PLEASE PRINT CLEARLY

Date:

Title & Name:

Address:

Telephone

Mobile:  Home:

Business:

E-Mail:

Date of Birth:

### Availability

<input type="checkbox"/> Weekdays (9am-5pm)	Day/s Available : <input type="text"/>
<input type="checkbox"/> Weekdays (After 5pm)	Day/s Available : <input type="text"/>
<input type="checkbox"/> Weekends	Day/s Available : <input type="text"/>

- ☐ Events Support –Areas of Interest
- ☐ Lunches/Dinners (Involves selling raffle tickets, event set up and pack down, assisting with room decorations etc)
- ☐ Other Fundraising Events (Events include, but are not limited to Variety Santa Fun Run, Cycling Events and corporate fundraising events and activities)
- ☐ Variety @ Work ( Activities with children or assisting at schools or kids events).  
NB: During school hours on weekdays only

### Admin/Office Support –Areas of Interest

- ☐ General Administration ☐ Data Entry ☐ Event Assistance
- ☐ Other Areas/Details

- ☐ Please tick box if you would prefer not to receive further information from Variety.  
This would include e-newsletters, event invitations, fundraising initiatives and information on other ways to support our vital work.

National Police Check completed and photo ID provided? ☐ YES ☐ NO

Please return completed form to:

EMAIL: [info@varietytas.org.au](mailto:info@varietytas.org.au) or post to PO Box 789, Rosny Park 7018, Tasmania