

## RAWCS Online Volunteer Facility

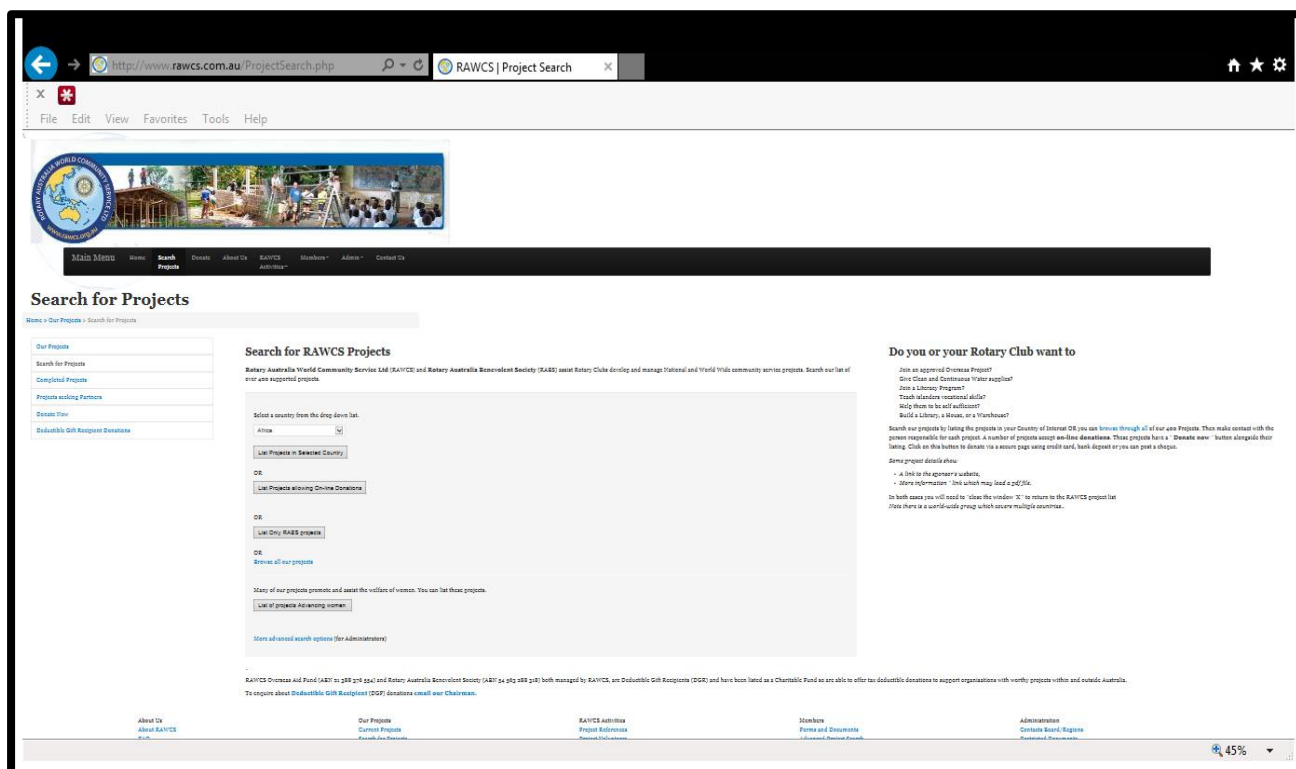
### Instructions for a Team Leader to enter their team details and use the facility

#### How does someone become a RAWCS/Rotary volunteer?

A person wishing to volunteer for overseas service as a RAWCS/Rotary volunteer will need to contact a RAWCS Project Manager who is able to find a place on one of the teams that they are organising.

A listing of all RAWCS Projects and the Project Manager contact details appear on our RAWCS website:

<http://www.rawcs.com.au/ProjectSearch.php>



#### Do I need a unique email address to register?

Yes, all volunteers and Team Leaders using this Online Volunteer Registration Facility must have an email address that is exclusive to that person and is not used or provided by or on behalf of any other volunteer or Team Leader.

Any volunteer without their own email address should apply for a free Hotmail, Live or Gmail email account.

All volunteers including the Team Leader are invited by email to record their details on our Online Volunteer Registration Facility.

#### Why do I need a unique email address?

The reason is that our Online Volunteer Registration Facility database will recognise the unique email address and remember the data entered so that next time you come back to volunteer it will enter most of the personal data automatically.

#### How do I initiate a RAWCS Team?

A volunteer Team can only be initiated by a current RAWCS Project Manager or the Team Leader, by contacting their respective Regional Project Coordinator.

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#### **What does the Team Leader or Project Manager have to supply to the Regional Coordinator to initiate the Team?**


They are required to give the following information to the Regional Project Coordinator, preferably by email:

- The RAWCS project number.
- A very brief reason for the team (what the team will actually be doing) in ten words.
- The Team Leaders passport Given name and Family name.
- The Team Leaders unique email address.
- The anticipated departure date for the first team member departing
- Estimate of the number of days the volunteer will actually work on the project
- Estimate of the cost of travel, accommodation & meals for the volunteer

The Regional Coordinator then initiates the team by entering the Team Leader details on the Volunteer Facility website. When the Regional Coordinator saves the Team Leader details an email is sent to the Team Leader inviting them to enter their details and add Team members to the team.

#### **How does a Team Leader find the site to enter their details?**

When the Regional Coordinator enters the initial details of the team leader the Team Leader is sent an email with a link to the website. They click on the link and then enter their unique email address and password as on the page below.

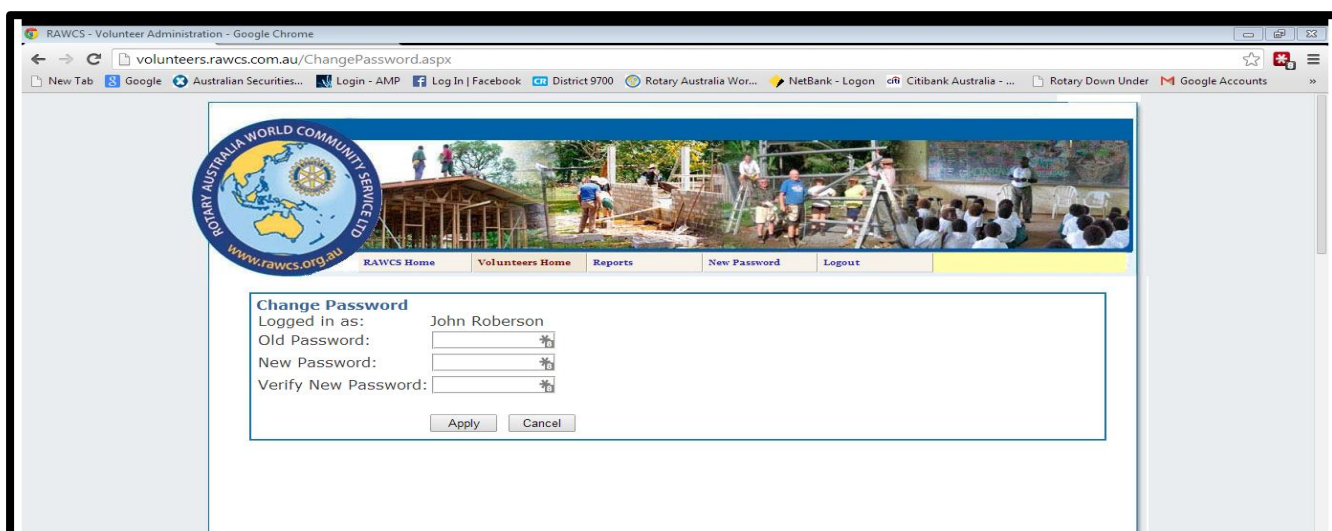


The screenshot shows a web browser window with the URL [volunteers.rawcs.com.au/Login.aspx](http://volunteers.rawcs.com.au/Login.aspx). The page features the Rotary Australia World Community Service Ltd logo on the left and a banner image of volunteers working on a construction site. Below the banner are two tabs: "RAWCS Home" and "Volunteers Home". The main heading is "RAWCS Volunteer Registration". The text reads: "Please log in to this site using your email address and password." A note states: "New volunteers please note: you will be sent an 'invitation email' containing your password once your team leader has added you to the project." There are input fields for "Email Address:" and "Password:". A "Log In" button is located below the password field. A link for "Forgotten Password?" is also present.

After entering the site the Team Leader should click on the “New Password” tab located at the top of the page and change your password to one that you can remember to give security for your information. The page will look like the one on page 3.

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### What does the Team Leader do to continue establishing the Team?

The Team Leader should enter the website using their unique email address and the password issued to them on the email they receive, initiated by the Regional Coordinator.



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If the Team Leader enters the website for the first time you should go to the password button on the ribbon menu and change the password to a unique one of your own choosing. Please remember it.

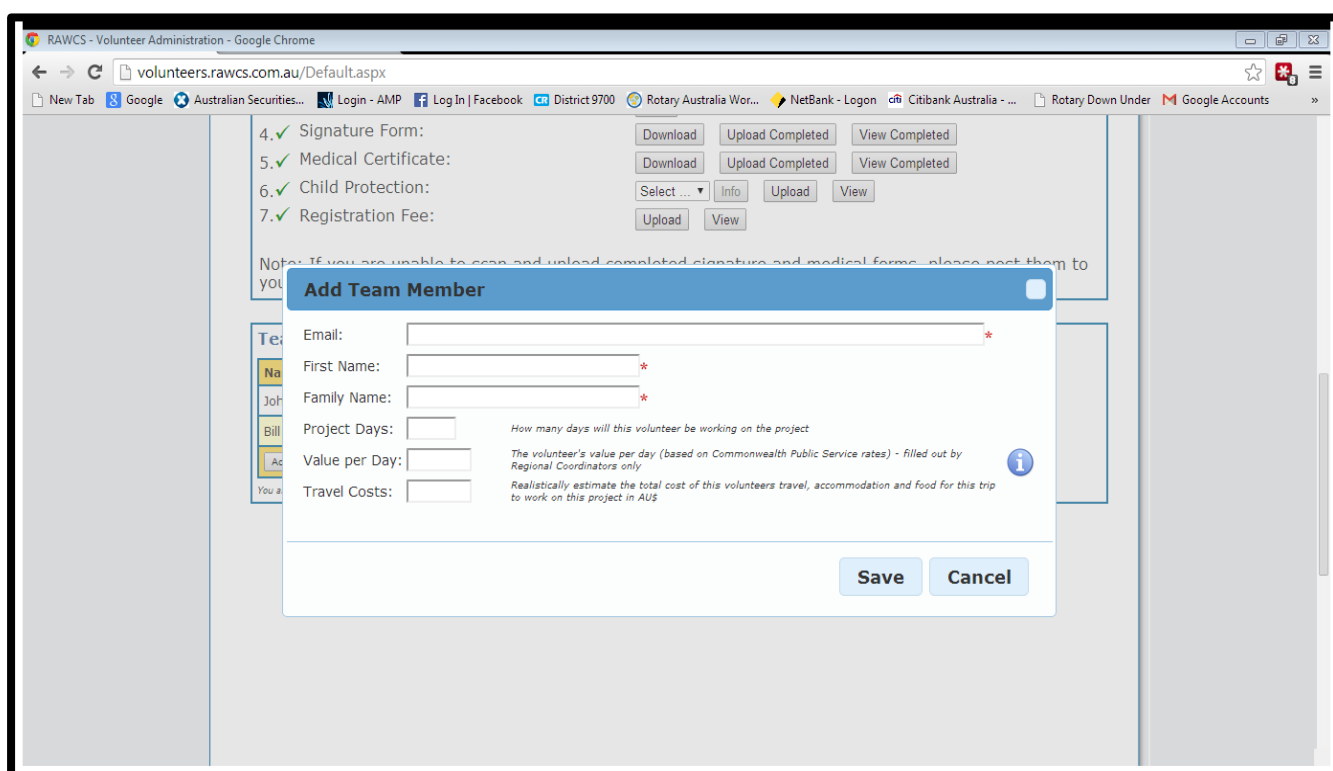
If you have used the website before, you will be recognised and advised to use your own password.

Once the password is updated to your satisfaction the Team leader should add new team members by clicking the “ADD NEW” button on the bottom left of the screen shown above.

The Team Leader is required to enter the following details for each volunteer member of their team:

- The Volunteers passport Given name and Family name.
- The Volunteers unique email address.

When the Team Leader saves each volunteer, that volunteer will be sent an email inviting them to log on to our website to enter their details.



The screenshot displays the RAWCS Volunteer Administration interface in Google Chrome. The browser address bar shows 'volunteers.rawcs.com.au/Default.aspx'. The page content includes a list of tasks with checkboxes and buttons: '4. ✓ Signature Form: [Download] [Upload Completed] [View Completed]', '5. ✓ Medical Certificate: [Download] [Upload Completed] [View Completed]', '6. ✓ Child Protection: [Select ...] [Info] [Upload] [View]', and '7. ✓ Registration Fee: [Upload] [View]'. A modal window titled 'Add Team Member' is open, containing the following fields: 'Email: [text box]', 'First Name: [text box] \*', 'Family Name: [text box] \*', 'Project Days: [text box]', 'Value per Day: [text box]', and 'Travel Costs: [text box]'. Below the 'Value per Day' field, there is a note: 'How many days will this volunteer be working on the project'. Below the 'Travel Costs' field, there is a note: 'The volunteer's value per day (based on Commonwealth Public Service rates) - filled out by Regional Coordinators only' and 'Realistically estimate the total cost of this volunteers travel, accommodation and food for this trip to work on this project in AUS'. The modal window has 'Save' and 'Cancel' buttons at the bottom.

Team Leaders can enter and delete Team members from their team. The National Coordinator & the relevant Regional Coordinator are the only ones who can enter or delete a Team Leader.

**NOTE - If you delete a Volunteer you will lose all of the data entered.**

The Team Leader also needs to enter all of their own details and up load their personal documents such as signature page, medical certificate and working with children check.

The Team Leader should enter a realistic estimated value for the Travel costs (airfare, accommodation & meals) for each of their volunteers so that RAWCS can value our volunteer contribution to the project.

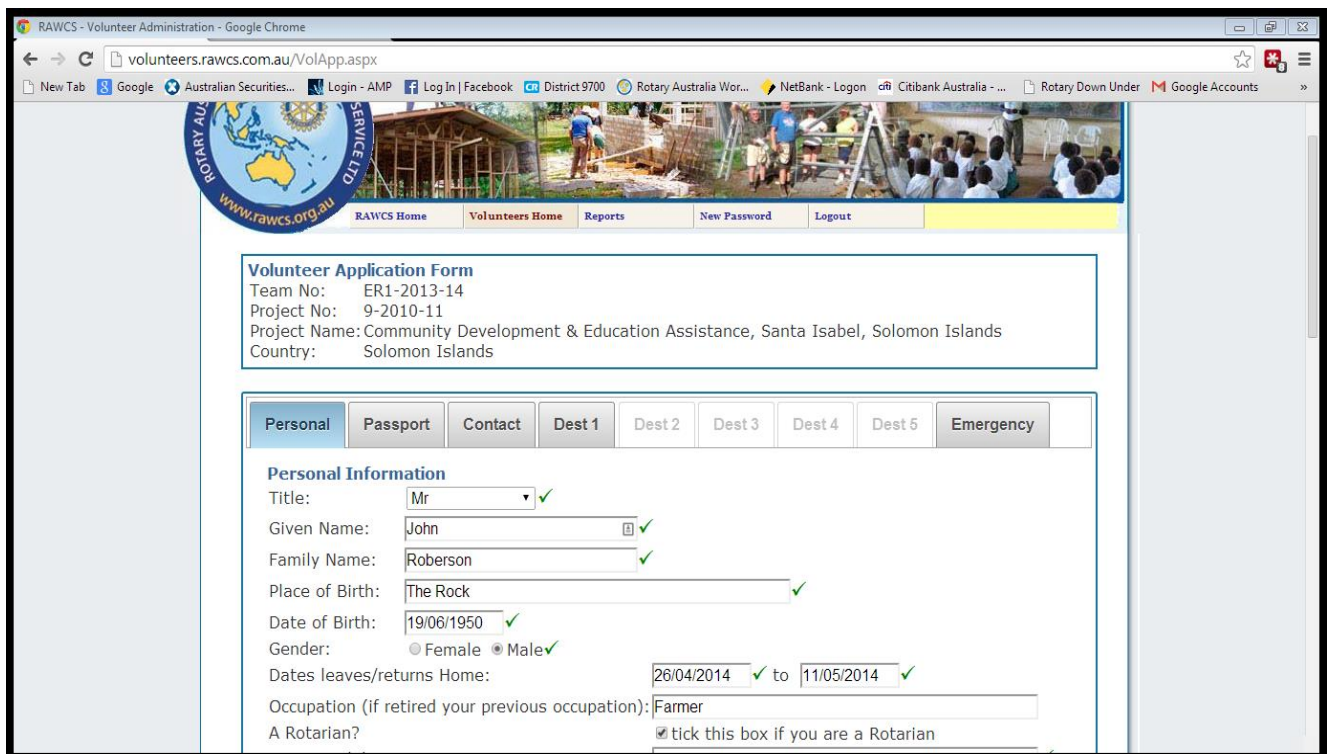
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NOTE: The Project Days, Value per day should only be entered by the Regional Coordinator.

When commencing a team we suggest that the Team Leader and/or Project Manager bring all their team together with as many laptops as they need and collectively assist each other to enter their details into the website.

### What details do Volunteers and Team Leaders have to enter?



The screenshot shows a web browser window displaying the RAWCS Volunteer Administration website. The page title is "RAWCS - Volunteer Administration - Google Chrome". The URL is "volunteers.rawcs.com.au/VolApp.aspx". The page features a navigation menu with links for "RAWCS Home", "Volunteers Home", "Reports", "New Password", and "Logout". Below the navigation menu is a "Volunteer Application Form" section. The form displays the following information: Team No: ER1-2013-14, Project No: 9-2010-11, Project Name: Community Development & Education Assistance, Santa Isabel, Solomon Islands, and Country: Solomon Islands. Below this information is a tabbed interface with tabs for "Personal", "Passport", "Contact", "Dest 1", "Dest 2", "Dest 3", "Dest 4", "Dest 5", and "Emergency". The "Personal" tab is selected, showing the "Personal Information" section. The form fields are as follows: Title: Mr (dropdown menu with a green checkmark), Given Name: John (text input with a green checkmark), Family Name: Roberson (text input with a green checkmark), Place of Birth: The Rock (text input with a green checkmark), Date of Birth: 19/06/1950 (text input with a green checkmark), Gender: Female (radio button), Male (radio button with a green checkmark), Dates leaves/returns Home: 26/04/2014 (text input with a green checkmark) to 11/05/2014 (text input with a green checkmark), Occupation (if retired your previous occupation): Farmer (text input), and A Rotarian? (checkbox checked with a green checkmark).

Each volunteer including the Team Leader is required to enter the following personal details and then save them:

- Enter all required information in the various sections –
  1. Personal – Name, DOB, sex, occupation, date you are leaving home and returning home
  2. Passport – current passport details (must have at least 6 months validity left on it)
  3. Contact – contact address & phone details for the volunteer
  4. Destination – must have name and address for the accommodation
  5. Emergency – details of the person who can be contacted in an emergency and your own contact details overseas – mobile phone roaming number or foreign phone number. Remember, an emergency contact must be someone who will always be available while the volunteer is away, not someone who is on the Team with you.
- Note: If you have more than one destination you need to enter the second and subsequent destinations so that the information is available to DFAT for contact in case of emergency.
- When all is entered save your information.

The website will remind you that you must enter many of the items before it will accept your completed application.



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Please note that the website will time out after 60 minutes so you must enter all your details, save and log off before the timeout occurs or you may lose your entries.

You can go back and modify your application at a later time if you wish. You can also download it as a PDF and print it if you wish. An example is below.

Application00002000012 (4).pdf - Adobe Reader

File Edit View Window Help

Tools Sign Comment

1 / 1 100%

Rotary Australia World Community Service Ltd - ABN 37 739 341 003,  
Project Volunteer Application Form

**Rotary Australia World Community Service Ltd – Part 1 – Volunteer Proposal**

Surname	<b>Roberson</b>	Given Names	<b>John</b>
Rotarian	<b>Yes</b>		
Gender	<b>Male</b>	Age	<b>63</b>
Home Address	<b>4 Shiralee Place</b>		
Town/City	<b>Wagga Wagga, NSW</b>	Post Code	<b>2650</b>
Postal Address	<b>PO Box 5887</b>		
Town/City	<b>Wagga Wagga, NSW</b>	Post Code	<b>2650</b>
Telephone	<b>P: (02) 6933 1761, M: 0407 940 014</b>		
Email	<b>johnroberson@bigpond.com</b>		

Date of Birth	<b>19-Jun-1950</b>	Place of Birth	<b>The Rock</b>		
Passport No	<b>M6336251</b>	Date of Issue	<b>16-Jan-2007</b>	Expiry Date	<b>16-Jan-2017</b>
Nationality	<b>Australia</b>				

Project participating in **Community Development & Education Assistance, Santa Isabel, Solomon Islands** Project No **9-2010-11**

Volunteer leaves home and returns for insurance **26-Apr-2014 to 11-May-2014**

No. Days you will be working on project **10.00**

Occupation (previous if retired) **Farmer**

<b>Emergency Contact while Volunteer is away on project</b>			
Name	<b>Smith Roberson, Sam</b>	Relationship	<b>Son</b>
Address	<b>7 Aspen Road</b>		
Town/City	<b>Springvale, NSW</b>	Post Code	<b>2650</b>
Telephone	<b>M: 0487 437 847</b>		

Destination	<b>Solomon Islands</b>	Status	<b>Rotary Volunteer</b>
		Dates	<b>26-Apr-2014 to 11-May-2014</b>

Sign In

Export PDF

Create PDF

Adobe PDF Pack

Convert files to PDF and easily combine them with other file types with a paid subscription.

Select File to Convert to PDF:

Select File

Send Files

Store Files

### **What must a Volunteer or Team Leader do after the website accepts their details?**

Once the website accepts the detail provided, each volunteer must download and read the following documents (you may print these if you wish):

- Volunteer Agreement, Release and Waiver of Liability
- Code of Conduct.

When you have read these documents you will be allowed to download and print off the Signature Form. This form is to verify that each volunteer has read and is prepared to adhere to the RAWCS Volunteer Agreement, Release and Waiver of Liability and the Code of Conduct.

The volunteer must sign this form. If under 18 years of age their parent or legal guardian must sign the form also.

The sponsoring Rotary Club President must also sign that their Club has agreed to sponsor this volunteer and commits their District to cover the volunteer with RAWCS Travel Insurance.

When all signatures are in place the form should be scanned and saved on your computer. You can then upload the completed form to the website.

## **RAWCS Online Volunteer Facility**

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#### **What must a Volunteer or Team Leader do when all details have been entered and documents uploaded?**

Once volunteers have completed entering all of their details and they have uploaded all of the required forms they must contact their Team Leader and tell them they have completed their application so that the Team Leader can check their information.

Once a Team documentation is completed the Team Leader must notify the Regional Coordinator so that they can check all of the information and they can announce the application completed and send the notifications.

#### **Do all volunteers need a Medical Certificate?**

Yes, RAWCS insists that all of our volunteers seek medical advice from their own General Practitioner (Doctor) on the latest vaccinations and medications required for their protection in the countries that they are travelling to.

- Each volunteer must print off the Medical Certificate, sign and get their own Doctor to sign this form. When signed you need to scan it, save it to your computer and upload the completed form to the website.

**Note:** RAWCS will accept a medical that is dated by the Doctor within 6 months of the departure date of the volunteer so keep the medical Certificate on file if you intend to travel as a volunteer for a second time within a 6 month period.

#### **Do all volunteers need to be cleared to work with children?**

Yes, RAWCS has a comprehensive Policy on Youth & Vulnerable Persons Abuse that requires all of our volunteers to be registered to work with children according to their state of residence.

The website gives the relevant authority in each state.

Each volunteer needs to scan their authority to work with children, save it to their computer and upload the completed form to the website.

Currently Tasmania is the only state without a policy and volunteers from Tasmania should sign the NSW Child Protection Form that can be found on our website or the link below:

<http://www.rawcs.com.au/documents/VolunteerChildProtectionForm1.pdf>

After completing it, sign, scan and up load it to the volunteer website.