

RAWCS Online Volunteer Registration Facility

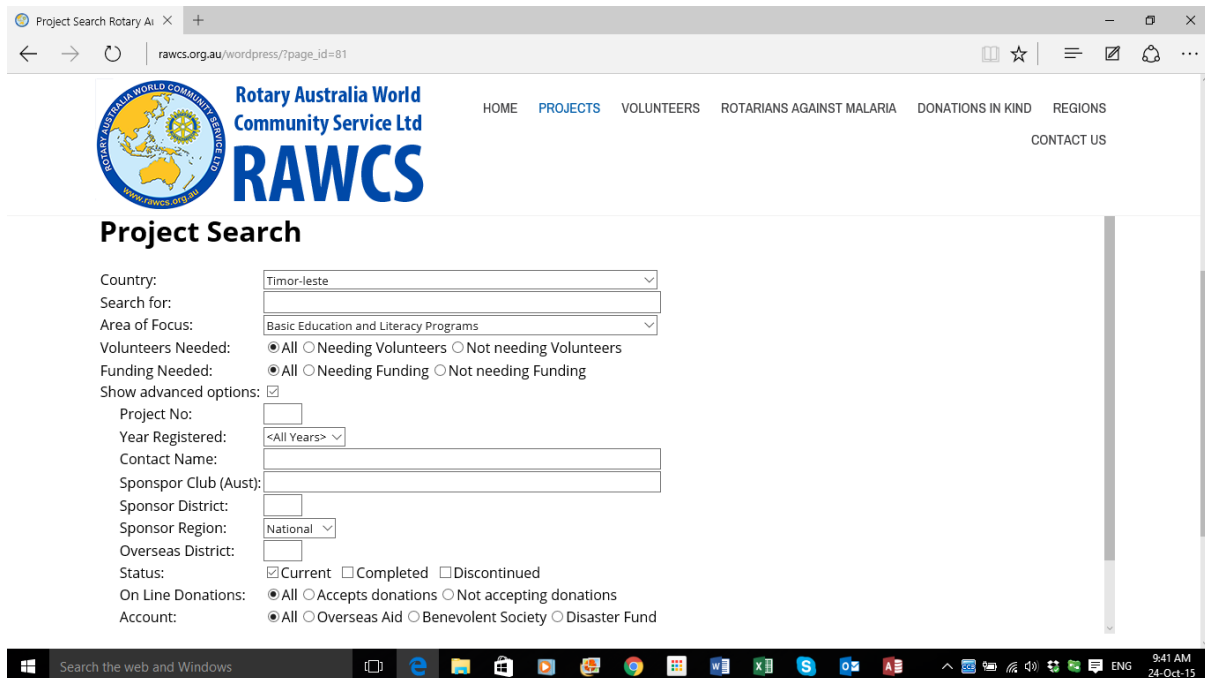
Instructions for a Volunteer to enter their details and use the facility

How do I become a RAWCS/Rotary volunteer?

If you wish to volunteer for overseas service as a RAWCS/Rotary volunteer you will need to contact a RAWCS Project Manager who is willing to place you on one of the teams that they are organising.

A listing of all RAWCS Projects and the Project Manager's contact details appear on our RAWCS website similar to the page displayed below:

http://rawcs.org.au/wordpress/?page_id=81



The screenshot displays the 'Project Search' page on the RAWCS website. The page features a navigation menu with links for HOME, PROJECTS, VOLUNTEERS, ROTARIANS AGAINST MALARIA, DONATIONS IN KIND, REGIONS, and CONTACT US. The main content area is titled 'Project Search' and contains a search form with the following fields and options:

- Country: Timor-leste
- Search for: [Empty]
- Area of Focus: Basic Education and Literacy Programs
- Volunteers Needed: All Needing Volunteers Not needing Volunteers
- Funding Needed: All Needing Funding Not needing Funding
- Show advanced options:
- Project No: [Empty]
- Year Registered: <All Years>
- Contact Name: [Empty]
- Sponsor Club (Aust): [Empty]
- Sponsor District: [Empty]
- Sponsor Region: National
- Overseas District: [Empty]
- Status: Current Completed Discontinued
- On Line Donations: All Accepts donations Not accepting donations
- Account: All Overseas Aid Benevolent Society Disaster Fund

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 their personal data automatically.

When you return as a volunteer a second time you should use the same email address. If you have changed your email address you need to contact the Regional Volunteer Coordinator to arrange the email address to be changed on the RAWCS Volunteer program.

RAWCS Online Volunteer Registration Facility

Instructions for a Volunteer to enter their details and use the facility

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.

How does a Volunteer find the site to enter their details?

When a Team Leader enters the initial details of a volunteer the volunteer is sent an email with a link to the website. You click on the link and then enter your unique email address and the password that is sent in the email as on the page below.

If you do not receive an email then contact your Team Leader to let them know and they will investigate the reason and make sure you do receive one.

Team Leaders should check that each volunteer has received the email so that they can proceed with entering their details.

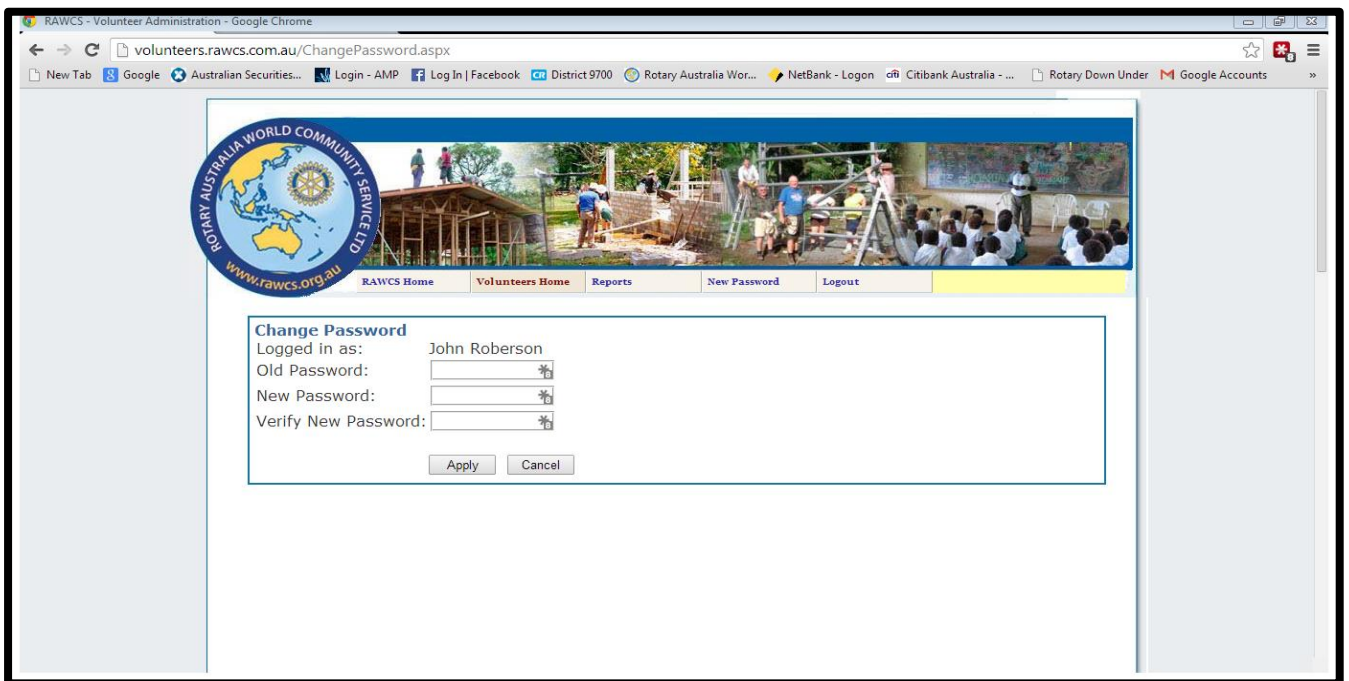


The screenshot shows a web browser window with the address bar displaying 'volunteers.rawcs.com.au/Login.aspx'. The page features the Rotary Australia World Community Service logo on the left and a banner image of volunteers working on a construction site. Below the banner, there are two tabs: 'RAWCS 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.' Below this, 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 two input fields: 'Email Address:' and 'Password:'. A 'Log In' button is located below the password field. A link for 'Forgotten Password?' is also present next to the password field.

After entering the site you 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.

RAWCS Online Volunteer Registration Facility

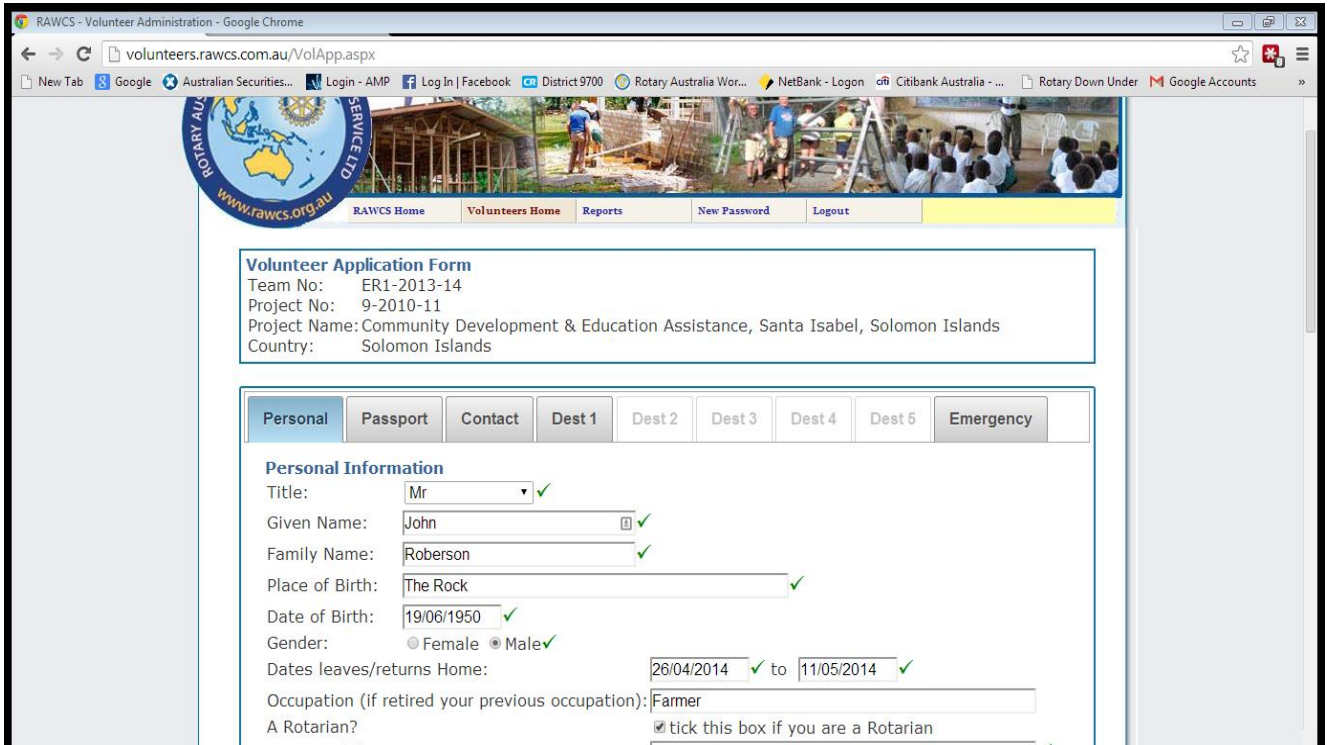
Instructions for a Volunteer to enter their details and use the facility



The screenshot shows a web browser window with the URL `volunteers.rawcs.com.au/ChangePassword.aspx`. The page features the RAWCS logo and a navigation menu with links for 'RAWCS Home', 'Volunteers Home', 'Reports', 'New Password', and 'Logout'. The main content area is titled 'Change Password' and shows the user is logged in as 'John Roberson'. There are three password input fields: 'Old Password', 'New Password', and 'Verify New Password', each with a red asterisk indicating a required field. Below the fields are 'Apply' and 'Cancel' buttons.

What information does the volunteer have to enter?

When you enter the website a page similar to the one below will appear.



The screenshot shows a web browser window with the URL `volunteers.rawcs.com.au/VolApp.aspx`. The page features the RAWCS logo and a navigation menu with links for 'RAWCS Home', 'Volunteers Home', 'Reports', 'New Password', and 'Logout'. The main content area is titled 'Volunteer Application Form' and shows the following information:

- Team No: ER1-2013-14
- Project No: 9-2010-11
- Project Name: Community Development & Education Assistance, Santa Isabel, Solomon Islands
- Country: Solomon Islands

Below the application form 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, and the 'Personal Information' section contains the following fields:

- Title: Mr ✓
- Given Name: John ✓
- Family Name: Roberson ✓
- Place of Birth: The Rock ✓
- Date of Birth: 19/06/1950 ✓
- Gender: Female Male ✓
- Dates leaves/returns Home: 26/04/2014 ✓ to 11/05/2014 ✓
- Occupation (if retired your previous occupation): Farmer
- A Rotarian? tick this box if you are a Rotarian

Each volunteer including the Team Leader is required to enter the following personal details and then save them: (It is best to have all your information ready before you start entering your details). **NOTE – all red asterisks need to be green ticks on all pages before you can save your details.**

RAWCS Online Volunteer Registration Facility

Instructions for a Volunteer to enter their details and use the facility

- 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 us & 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.

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 on page 4.

Application000002000012 (4).pdf - Adobe Reader

File Edit View Window Help

Tools Sign Comment

Sign In

Export PDF

Create PDF

Adobe PDF Pack

Select File to Convert to PDF:

Select File

Send Files

Store Files

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	Roberson	Given Names	John
Rotarian	Yes		
Gender	Male	Age	63
Home Address	4 Shiralee Place		
Town/City	Wagga Wagga, NSW	Post Code	2650
Postal Address	PO Box 5887		
Town/City	Wagga Wagga, NSW	Post Code	2650
Telephone	P: (02) 6933 1761, M: 0407 940 014		
Email	johnroberson@bigpond.com		
Date of Birth	19-Jun-1950	Place of Birth	The Rock
Passport No	M6336251	Date of Issue	16-Jan-2007
Nationality	Australia	Expiry Date	16-Jan-2017

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

Emergency Contact while Volunteer is away on project

Name	Smith Roberson, Sam	Relationship	Son
Address	7 Aspen Road		
Town/City	Springvale, NSW	Post Code	2650
Telephone	M: 0487 437 847		

Destination Solomon Islands Status Rotary Volunteer

Dates 26-Apr-2014 to 11-May-2014

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.

RAWCS Online Volunteer Registration Facility

Instructions for a Volunteer to enter their details and use the facility

What must a Volunteer 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.

What must a Volunteer do when all details have been entered and documents uploaded?

Once a volunteer has completed entering all of their details and has 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 the information.

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 or card to the website.