

## 12. JESUIT VOLUNTEERS AUSTRALIA



### 12.1.02 AGENCY REGISTRATION FORM

#### Section 1: Agency Details

**Name of Organisation** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Street Address (if other)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email** \_\_\_\_\_

**Website** \_\_\_\_\_

**What is the basic purpose of your organisation?**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What are the principal services your organisation provides?**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is your organisation a not-for-profit organisation?**      **Yes / No**

## Section 2: Agency Contact Person Details

<b>Contact Person</b>	_____
<b>Job Title</b>	_____
<b>Street Address</b>	_____ _____ _____
<b>Phone number</b>	_____
<b>Fax Number</b>	_____
<b>Mobile Number</b>	_____
<b>Email</b>	_____

## Section 3: Volunteer Management Arrangements

Does your organisation:

- |   |        |
|---|--------|
| • Interview and select Volunteers?  | Yes/No |
| • Complete Working with Children/Police checks?   | Yes/No |
| • Provide Job Descriptions for Volunteers?  | Yes/No |
| • Keep Volunteer Records?   | Yes/No |
| • Provide Volunteer Induction/Orientation?  | Yes/No |
| • Provide ongoing supervision to volunteers?  | Yes/No |
| • Have policies and procedures on the role of Volunteers?                                       | Yes/No |
| • Subscribe to the National Standards for involving volunteers in not-for-profit organisations? | Yes/No |

## Section 4: Insurance Details

### Volunteer Personal Accident Insurance Cover YES / NO

Attach copy of Insurance Certificate or Complete

- Policy Number \_\_\_\_\_
- Period of cover/due date \_\_\_\_\_
- Name of Insurer \_\_\_\_\_
- Amount Insured \_\_\_\_\_

### Public Liability Insurance Cover YES / NO

Attach copy of Insurance certificate

## Section 5: Declaration

The organisation applying for registration with Jesuit Volunteers Australia confirms:

- it is an independent organisation responsible for its own actions including maintenance of insurances and is not an agent of Jesuit Volunteers Australia.
- Jesuit Volunteers Australia is providing a referral ONLY and is not acting as agent of the organisation or the volunteer.
- Jesuit Volunteers Australia is not responsible for the conduct of volunteers or organisations using this service.
- Jesuit volunteers Australia makes no recommendation as to the suitability of any volunteer for any organisation or any particular role and the organisation will conduct its own assessment and screening.

### I have attached:

- Certificate of Currency – Public Liability Insurance \*\*
- Certificate of Currency – Personal Accident Insurance for Volunteers \*\*
- Volunteer Policy / Handbook

\*\* *Required Documents*

\_\_\_\_\_  
\*Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
/ /  
Date

**\**Authorised Agency representative***