

Model United Nations Assembly Sponsoring Rotary District /Club Acknowledgement

The annual national Model United Nations Assembly (MUNA) event is a major youth event conducted by the Rotary Club of Canberra Sunrise (RCCS) on behalf of District 9705. As a significant youth activity, RCCS is organising the event with a significant focus on ensuring the safest possible environment for all participants.

The selection of the Counsellor for the team or teams that your Rotary District or Club is sponsoring is a major factor in contributing to the safety and wellbeing of your sponsored team and other participants throughout the event because the Counsellor has primary duty of care for participating teams. The Counsellor is normally a member of the Sponsoring Rotary District or Club, or a teacher from the participating school. The Counsellor is responsible for the team throughout the event, including travel to and from Canberra, and is the emergency point of contact for your team.

To support the safest possible environment for participants, MUNA Counsellors are required to have a current Working With Vulnerable People certification or equivalent. To assist RCCS in meeting its Rotary obligations associated with conducting a youth event, the sponsor Rotary District / Club is requested to complete the following acknowledgement form and return it to the MUNA Registrar (munaregistrar@gmail.com) by 30 June 2023.

For D9705 Rotary Clubs Only - D9705 Youth Abuse & Harassment Prevention Policy

I certify that Form 3 Volunteer information and Declaration Forms (formerly Form 3) for the Counsellor and any other persons over the age of 18 that will travel with or be in a role of responsibility for the MUNA team have been received, that referee checks on these individuals have been satisfactorily concluded and a copy of the completed the Form forwarded to the D9705 Protection Officer.

For All Sponsoring Rotary Districts/Clubs – Statement of Due Diligence

I, being a member of the Board of the Rotary District / Club sponsoring a team for National MUNA, acknowledge that the Rotary District / Club has undertaken due care in selection of the Counsellor for the MUNA 2023 event noting the primacy of the requirement for safety of MUNA participants throughout the event. The District / Club has confirmed that the Counsellor holds a current Working With Vulnerable People certification or equivalent and complies with the child/student protection policies applied by the sponsoring Club or District.

I acknowledge that the District / Club has or will review the travel arrangements for the sponsored MUNA team and ensure that these arrangements are suitable and involve appropriate adult supervision to ensure the safety of participants.

Name of District/Club Board Member in block letters: _____

Rotary District / Club Name: _____

Mobile Phone: _____ Email: _____

Name of School/s the team is from: _____

Signature of Board Member _____

Date: _____

Please scan this form and return it to the MUNA Registrar - munaregistrar@gmail.com

Registration will not be complete until this form is received. No team will be able to participate in National MUNA without this form being completed by the sponsoring District/Club.

**Model United Nations Assembly (MUNA) Combined Consent Form
Friday 11 – Sunday 13 August 2023**

Student Acknowledgement

In order to ensure that the Model United Nations Assembly (MUNA) is enjoyed by all participants and is incident free, the activity will operate under a basic code of behaviour:

- Participants must not leave the confines of the various venues at which MUNA will be held without the permission of the Chair or the Registrar.
- **ALL** students, regardless of where they reside, shall be accommodated at Canberra Park Resort for the duration of MUNA.
- Participants will be considerate of others in relation to keeping noise down and timing of lights out in rooms.
- Female living quarters are out of bounds to all males, and vice versa.
- Staff quarters are out of bounds to students unless you need to report an incident or concern.
- Attendance at all sessions is compulsory, unless arranged prior to the session with the Chair or the Registrar.
- Participants are to comply with directions from MUNA officials and counsellors throughout the activity.
- Participants are to comply with the National MUNA Social Media Plan.
- Participants are to comply with the rules of the Canberra Park Resort and the Museum of Australian Democracy.

I acknowledge that by applying for MUNA, I agree to accept this code of behaviour.

Participant Name: _____ Participant Signature: _____

Name of school: _____

Parent / Guardian Acknowledgement

I confirm that the MUNA Participant identified above has read and understood the MUNA guidelines detailed above.

I acknowledge that photographs and video will be taken at MUNA events by Rotary Club of Canberra Sunrise Photographers. I consent to Rotary taking photographs and videos of the MUNA event and related activities which may include my child and may use these for the purpose of publicity of MUNA through the RCCS website, the national MUNA Facebook page, Rotary club bulletins, Rotary websites, Rotary publications and newspapers. However, with the exception of the official MUNA manual distributed only to participants and Counsellors, no participant will be identified by name in public media without specific permission being given.

I acknowledge the participants may participate on the MUNA Facebook Page at <https://www.facebook.com/D9705NationalMuna> and on Twitter feed.

These permissions will remain current until such time as they are withdrawn in writing to the Rotary Club of Canberra Sunrise.

Name of parent / guardian in block letters: _____

Signature of parent / guardian: _____

Date: _____ 2023

If you have any queries, please contact the Registrar: e-mail munaregistrar@gmail.com. This form for each participating student needs to be returned to the Registrar by 14 July 2023 for the team registration to be completed.

Model United Nations Assembly Friday 11 – Sunday 13 August 2023

Counsellor Consent Form

In order to ensure that MUNA is enjoyed by all participants and is incident free, all activities will operate under a set of guidelines. We appreciate you, as Counsellor, agreeing to the following personal obligations:

- To be responsible for the safety and well-being of the team throughout the event, including during travel to and from all events.
- To act as the primary support person to the team, both with advice and supervision when MUNA proceedings are not 'in session'.
- To ensure your students act responsibly and adhere to expected high standards of behaviour.
- To be contactable by mobile phone and available over the weekend to manage any emergency, illness, or other issue, including bad behaviour.
- To attend the formal dinner on the Saturday evening.

I acknowledge that:

- I am expected to attend and support the team during the MUNA debate sessions.
- My students will remain with the MUNA group at **ALL** times unless specifically authorised.
- I will abide by the rules of the MUNA debate will not engage in any form of coaching by Counsellors during the debating sessions is not permitted.

I acknowledge that texting and other communications with participants during the debate sessions should be minimised and not provide unfair advantage.

I acknowledge the Counsellor responsibilities identified above.

Certification

Working With Vulnerable People Card	Number	Expiry Date

I certify the following:

- I hold a valid Working With Children or Working With Vulnerable People card issued by a relevant State authority (details above).
- All statements and information given on this form are true and correct to the best of my knowledge.
- I have never committed or been guilty or been accused of a crime against a child or young person of which I have not been cleared.
- I agree to abide unreservedly by the decision of D9705 and the sponsoring Rotary club with regard to my suitability as a Youth Program Volunteer.

I have read and understood the above declaration and sign this form voluntarily.

Name of Counsellor in block letters: _____

Mobile Phone: _____ Email: _____ @ _____

Name of School/s the team represents: _____

Signature of Counsellor: _____ Date: _____

Notes:

1. The counsellor **MUST** be an adult.
2. If you use counsellor accommodation this must be paid for prior to arrival.
3. If you have any queries, please contact the MUNA Registrar via munaregistrar@gmail.com.
4. This form must be submitted electronically, and the original handed to the Registrar on arrival.