

## Friend of Rotary Glenferrie Application (Part A)

I,.....(Full Name)

hereby would like to submit an application to become a Friend of Rotary Glenferrie and agree to abide by the Guidelines as stated below and which may be changed without notice by the Board of Rotary Glenferrie.

### Guidelines

1. A Friend of Rotary is not a member of the Rotary Club of Glenferrie ("the Club" or "Club") and therefore is not entitled to the rights, or subject to the responsibilities of membership provided for in the Constitution and Bylaws of the Club. Rather a Friend of Rotary has a formal association with the Club which provides a pathway to participate in Club activities.
2. A Friend of Rotary is not eligible to vote on any decisions made by the Club, nor serve on the Board of Rotary Glenferrie ("the Board").
3. A Friend of Rotary may be accepted by the Board upon receipt of the application; there is no requirement for an existing Club member to sponsor an application.
4. An accepted Friend of Rotary will be formally welcomed at a Club Dinner Meeting.
5. The initial period of a Friend of Rotary association with the Club will be for the current Rotary Year, renewable as appropriate by the Board on an annual basis.
6. The Friend of Rotary mentor (ie a member of the Club) will be the link between that Friend and the Club on an ongoing basis. That member would ensure that the Friend of Rotary receives details of all Club activities, and is encouraged to have involvement in those activities. The Director Membership is an alternative common contact point for all Friends for any queries.
7. The Friend of Rotary annual fee will be \$50 to cover all administration costs; this fee may be subject to an annual review by the Board.
8. Friend of Rotary meals and other associated costs of social activities are payable at the same rate as members.
9. A Friend of Rotary will be entitled to receive the Club Bulletin and will be added to the distribution list.
10. A Friend of Rotary will not be entitled to wear the Rotary lapel badge.
11. A Friend of Rotary is obliged to comply with all applicable District Protection Policies with respect to programs and activities of the Club that involve youth and vulnerable adults; this includes holding a valid Working With Children Check (WWC).
12. The opportunity to be a Friend extends for a maximum of two (2) years, after which the Friend may step down entirely, apply to the Board for an extension; or submit an application or Rotary membership.
13. If at any time a Friend of Rotary expresses an interest to be become a full member of the Club, the usual procedures shall apply as for any new member.
14. All the above guidelines may be varied from time to time with the agreement of the Board.

Applicant's Signature		Date
Date Approved by RCG Board	Signature of Club Secretary	Induction Date

**Rotary Volunteer Information and Declaration Form**  
 (This form is mandatory as part of the application process)

 Volunteer Dec  
 V8B Sept 2024

This form also meets the requirements of Student Exchange in Victoria)

**Personal Details**

Name			DOB / /	Email
Phone	Work	Home	Mobile	
Address			Period at this address (years)	
Occupation			Employer	

**Program involvement**

Which Youth programs will you be involved with, and what will your role or roles be?

Various Rotary programs involving or engaging children, including but not limited to MUNA, RYPEN, RYLA and Youth Exchange. Roles will be assisting, leading, escorting, training and mentoring children. Children may be contacted in person, by phone, email, social media, letter, etc. as required.

Past involvement with youth

**Personal References (Only one referee may be a Rotarian and none may be family members)**

1	Name	Email	
	Phone	Work	Home Mobile
2	Name	Email	
	Phone	Work	Home Mobile
3	Name	Email	
	Phone	Work	Home Mobile

**Police Check and Criminal History**

Working with Children Card Number		Expiry Date	
Have you ever been charged with or been found guilty of charges involving sexual, physical, or verbal abuse, including but not limited to domestic violence or intervention orders.  If yes, please explain. Also indicate date(s) of incident(s) and the Country and State in which each occurred (attach a separate sheet, if needed).  Charges that resulted in a diversion should be recorded, as should the final outcome of any intervention order applications that might have been made against you.			Yes ( )  No ( )
<b>I certify the following:</b> <ul style="list-style-type: none"> <li>All statements and information given on this form are true and correct.</li> <li>I have read and understood the attached Code of Conduct and accept my obligations under the Code</li> <li>I have contacted my referees and all are happy for *Rotary to contact them</li> <li>I give my full permission for any of the referees listed above to be contacted by *Rotary to confirm my suitability as a Youth Program Volunteer.</li> <li>I agree to abide unreservedly by *Rotary's decision as to my suitability as a Youth Program Volunteer in *Rotary programs.</li> <li>I acknowledge that (copies of) this form and the results of *Rotary's enquires will be held by the manager of any program for which I volunteer and by the District.</li> </ul> <p>*For these purposes Rotary means the Rotary Club or District for which this form is submitted, and any other Club or District that conducts a Youth Program for which I volunteer either now or in the future.</p> <p><b>I have read and understood the above declaration and sign this form voluntarily.</b></p>			
Applicant	Name	Signature	Date
Rotary Witness	Name	Signature	Date

**Note:** This form meets the requirements of the Victorian Regulation and Qualification Authority (VRQA) in relation to student exchange in Victoria, and those of Rotary's insurers. It is an update/replacement for the document called a Form 3

Record of Referee contact by Club Authorised Officer

<b>1 Name Referee</b>		<b>Contact Date</b>
<b>Comments</b>		
<b>2 Name Referee</b>		<b>Contact Date</b>
<b>3 Name Referee</b>		<b>Contact Date</b>
<b>Comments</b>		
<p>Name of Authorised Club Officer _____ Position _____</p> <p>Signed: _____ Date _____</p> <p>Authorised Club Officer</p> <p>Phone _____</p>		

I \_\_\_\_\_ President, Rotary Club of \_\_\_\_\_

verify that \_\_\_\_\_ has satisfactorily completed this Declaration, Referees have been contacted and Working With Children card is current. The club finds the applicant to be a suitable Volunteer.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_

#### **NOTES:**

#### **Background Checks and Criminal Record Checks**

Background Checks and Criminal Record Checks Background checks play a critical part in any youth protection policy because they deter potential offenders and deny known offenders access to the program.

Although many offenders have no criminal record and diligently avoid being caught by law enforcement, background checks may dissuade them from volunteering in a Youth Program.

Many youth-serving organizations require a criminal background check for all adult volunteers who work with youth, even for programs that don't involve unsupervised access to youth.

#### **Reference Checks**

Reference Checks Simply requesting references in the application is not sufficient.

Contact each reference by phone or in person, and ask a standard set of questions, such as:

- How long have you known this individual?
- In what capacity?
- Do you think this person is well qualified to work with youth?
- Would you have any reservations about recommending this person to serve in a Rotary Youth Program?

Record the date of the interview and responses to each question and keep this information with the volunteer's application.

#### **Working with Children Check and Related Matters**

You must hold a current valid Victorian Working with Children's Check, and you must record as an ' Organisation' on your registration

The Rotary Club of Glenferrie Inc. PO  
Box 2134 Hawthorn Vic 3122 email:  
rotaryglenferrie@gmail.com phone:  
your phone number

Your WWCC is not valid until the club receives advice directly from the Victorian Department of Justice that your registration is current