

BDOC Volunteer Registration of Interest

Name:.....

Address:.....

Phone/s: Email:

Number of days per month you are able to volunteer:

Please notify us of any medical or other personal issues you have that we should be aware of:.....

VOLUNTEER AREA OF INTEREST * details listed below

Shop Assistant	Office Assistant	Grounds Assistant	Clubhouse Cleaning	Catering (bbq @ events)	Events Assistant
Class Assistant	Class Instructor	Shed Tidier	Poo Bin emptying	Member Data Management	Website Assistant
Finance Assistant	Fundraising Assistant	Librarian	Post Office Box clearing	Shopping for supplies	
Newsletter Assistant	Photographer	Other (please specify)			

Briefly outline any relevant experience (where appropriate) to help us ensure we use your skills wisely

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DUTIES OUTLINED*

Shop Assistant: Duties may include helping with stocktake, ordering supplies, adding barcodes to stock, unpacking orders, re-packaging treats, assisting head-collar/harness fitting, selling goods to members,

Office Assistant: Duties may include helping with data entry, helping members with office enquiries, filing, photocopying, archiving, fielding phone enquiries

Grounds Assistant: Duties may include helping with mowing, weeding, bin emptying, working bees, watering, shed maintenance, equipment servicing, equipment cleaning, equipment maintenance.

Clubhouse Cleaning: Duties may include helping sweeping, vacuuming, washing floors, cleaning toilets, replenish supplies in toilets and kitchen, Kitchen cleaning, fridge cleaning

Catering: Duties may include helping running barbeques at events, assist in the kitchen at the clubhouse during events and clean up after events.

Events Assistant: Duties may include helping with setup and pickup of equipment for trials and other dog sports events, cleaning up grounds after events

Class Assistant: Duties may include assisting class instructors in beginners and bronze classes, helping members who are experiencing difficulty in class.

Class Instructor: Duties include running Canine Companion Classes which run for 8 weeks over 5 sessions each year. You will need to have experience and attend our instructor training course. Please specify if you already have a Certificate IV in Companion Animal Training so we can look at an exemption.

Shed Tidier: Each discipline of dog sports has its own equipment and area these are housed. Volunteering in this area would entail making sure the equipment is stored in a safe and orderly fashion, sweeping out the sheds and reporting any evidence of rodents. **List continued over page >**

Poo Bin emptying: This task needs to be carried out weekly. Check and empty the bins and insert fresh liners, check that the shovels are clean and that the bag supply is maintained.

Member Data Management: We have databases that store member and finance data that we could do with some assistance in managing. These are critical areas so if you have extensive experience in database management, point of sale control and tracking and/or website skills we would like to talk with you.

Website Assistant: Our wonderful treasurer currently looks after the website as well as the finances so if we could find some help to ease the load that would be very useful. The website is simple but we could update to automate some tasks that currently rely on members attending to.

Finance Assistant: If you have bookkeeping and/or accounting skills we would like to talk with you.

Fundraising Assistant: We run various fundraising drives throughout the year such as chocolate sales, raffles, Tupperware sales, barbecues at Bunnings – any help would be great.

Librarian: We have a small library containing books, DVDs, CDs and even videotapes that need to be transferred onto DVD. Help setting up and maintaining a relevant library is required.

Post Office Box Clearing: Our Post Office Box is located in Mitchell. If we had someone who could volunteer to clear the box once a week to save our treasurer from this task.

Shopping for Supplies: We regularly need supplies, for kitchen (e.g. milk, coffee, tea, etc.) or for the office (e.g. stationery), to be purchased. Could you be our regular 'shopper'? You only need to pick up the shopping list once a month from the clubhouse and acquire the mostly cleaning items in Mitchell and return them to the club together with shop receipts.

Security: Are there any trained security officers amongst our members? We have the premises security enabled but if we could have trained personnel to oversee lock-ups on training nights or premises checks as required that would be most beneficial.

Newsletter Assistant: Our club newsletter is published 4-5 times per year. Help gathering reports, articles of interest and photographs is required.

Photographer: We have lots of dog activities so if you are a keen photographer and would like to generate a catalogued library of some of the events that would enrich the social history of our club.

Other: You tell us how you can help? Weeding is one of the most ongoing tasks we need help with so don't think you need a degree to be of use – you don't. Those with disabilities most welcome to join in.

OFFICE USE ONLY

Volunteer enquiry followed up by:.....

Membership Number:..... Membership current: Y / N

Task allocation discussion outcome:.....

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Finance Assistant	Fundraising Assistant	Librarian	Post Office Box clearing	Shopping for supplies	Security
Newsletter Assistant	Photographer	Other (please specify)			

Volunteer Training / Induction conducted by:.....

Follow-up / Review carried out by: Date:.....