

VOLUNTEER SERVICE PROGRAM 2019

To encourage parent involvement within our College, each family have a levy applied to their account at the beginning of the school year for the Volunteer Service Program. Families can opt to act as a volunteer by contributing to the life of our College or pay this levy. This is calculated:

\$200 for a 20-hour volunteer contribution to the College

\$100 for a 10-hour volunteer contribution for Kindergarten only families.

Supporting the College in this way is also a great way for us all to develop a greater sense of community, we all get to know and support one another in this wonderful God given environment.

Examples of the opportunities are to assist the College with working bees, excursions, Parents as Partners program and playground assistance. All hours worked will be in areas where volunteer assistance has been pre-approved and listed. Please contact the Main Administration Office for further information and volunteering forms. As part of our OH&S practice, an induction process will be provided for our volunteers.

Please use the 2019 LOG: VOLUNTEER SERVICE PROGRAM form to record hours, having it signed each time you volunteer in the College.

This form **MUST** be submitted by **15th November** each year to the Main Administration Office at either Werribee or Melton campus, for a credit to be recorded.

Working With Children (WWC) Check Requirements

Heathdale Christian College is dedicated to providing a safe environment for our students and the Working with Children Act 2005 requires that all our volunteers supply their Working with Children (WWC) Check before commencing as a volunteer. This will enable you to support the College in a variety of ways, such as yard duty, reading programs, excursions, billeting and camps.

The WWC Check for volunteers is free of charge. Please follow the instructions for downloading and completing your form on <http://www.workingwithchildren.vic.gov.au>. The administration of WWC Checks can take three (3) to six (6) weeks and will remain valid for five (5) years.

Please have this process organised before the commencement of the school year, as before you can commence working with us, a Notice of Assessment will be sent to the College on the approval of your WWC check.

Should you already have a current WWC check, either in a volunteer or employee capacity, please visit <http://www.workingwithchildren.vic.gov.au> and follow the prompts to add Heathdale Christian College as an additional volunteer organisation. A Notice of Assessment will then be sent to the College.

We are not able to accept volunteers until this Notice of Assessment has been received by us.

Examples of the some of the options available to your family to assist our College are listed below. Please contact the Main Administration Office for further information.

AREA & TASK	AREA & TASK
SPECIAL INTEREST GROUP (SIG)	CURRICULUM SUPPORT (CS)
College Musicals	Sports Department
Book Club Assistants	Sports Days
MAINTENANCE (M)	Others
Working Bees	Resource Centre and Library
ADMINISTRATION (A)	Junior School
Photocopying	Reading
Letter folding (can be done at home)	Yard Duty
General Collating	Parents as Partners
	Kindergarten Duty
Contact Heathdale@heathdale.vic.edu.au if you would like to be involved.	