



**Cottage  
by the Sea**  
Queenscliff

*Helping children and families  
in need since 1890*

## VOLUNTEER INFORMATION

**We couldn't pay these people to support Cottage by the Sea**



That's because they're Cottage by the Sea volunteers.

And they choose to give their time because they believe a price can't be put on the feeling that comes from helping children.

They work in various Cottage by the Sea programs. In childcare, reception, administration, maintenance, committees and fund raising events. In fact, we build programs and activities around the skills and knowledge of volunteers.

And even though they are not paid in dollars and cents, they do get compensated - with the satisfaction of knowing they contributed to the lives of many young children.

And that feeling is priceless!

**If you'd like to make a contribution to the community through Cottage by the Sea, please contact us:**

phone: (03) 52581663 or

email: [bill@cottagebythesea.com.au](mailto:bill@cottagebythesea.com.au)

website: [www.cottagebythesea.com.au](http://www.cottagebythesea.com.au)

or drop into the Cottage in Flinders St, Queenscliff.



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# VOLUNTEER APPLICATION FORM

**Please return to:**

Bill Kerr  
[bill@cottagebythesea.com.au](mailto:bill@cottagebythesea.com.au)  
 FAX 03 52584347

Cottage by the Sea  
 29 Finders St.  
 Queenscliff, VIC, 3225

NAME:		M	F	BIRTHDATE	
ADDRESS:					
				POSTCODE	
HOME PHONE		MOBILE			
EMAIL					
NEXT OF KIN		RELATIONSHIP			
HOME PHONE		MOBILE			
OCCUPATION					
PLACE OF EMPLOYMENT					
INSTITUTION					
AREA OF STUDY					
FORMER RELEVANT OCCUPATIONS					
WHY ARE YOU INTERESTED IN VOLUNTEERING?					
AREAS YOU CAN ASSIST THE COTTAGE					
<input type="checkbox"/>	CAMP MENTOR	<input type="checkbox"/>	FUNDRAISING	<input type="checkbox"/>	ART / CRAFT
<input type="checkbox"/>	ACTIVITIES ASSISTANT	<input type="checkbox"/>	GARDENING	<input type="checkbox"/>	SPORT
<input type="checkbox"/>	OFFICE ASSISTANT	<input type="checkbox"/>	MAINTENANCE	<input type="checkbox"/>	COOKING
<input type="checkbox"/>	BUS DRIVING	<input type="checkbox"/>	HOSPITALITY	<input type="checkbox"/>	PROMOTION
TIMES YOU ARE AVAILABLE					
DAY(S)		HOURS			
OTHER TIME COMMITMENTS					
REFEREES					
<i>(Privacy Statement: Cottage by the Sea gives assurance that any personal information including medical details gathered by the campsite will remain confidential and only used for the purposes for which it was collected)</i>					



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# VOLUNTEER AGREEMENT

DATE			
NAME			
ADDRESS			

		POSTCODE	
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HOME PHONE		MOBILE	
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I \_\_\_\_\_ agree to volunteer my services to Cottage by the Sea. In volunteering, I agree to carry out my duties in an honest, committed, reliable and dependable manner to the best of my ability, and will treat any information I handle as strictly private and confidential.

I am also aware that I have the right to be treated fairly and with respect, to receive free training and personal and/or skill development opportunities, to receive support during my voluntary work, and the right to expect confidentiality regarding my personal information.

I will be volunteering in the following areas:

<input type="checkbox"/>	CAMP MENTOR	<input type="checkbox"/>	FUNDRAISING	<input type="checkbox"/>	ART / CRAFT
<input type="checkbox"/>	ACTIVITIES ASSISTANT	<input type="checkbox"/>	GARDENING	<input type="checkbox"/>	SPORT
<input type="checkbox"/>	OFFICE ASSISTANT	<input type="checkbox"/>	MAINTENANCE	<input type="checkbox"/>	COOKING
<input type="checkbox"/>	BUS DRIVING	<input type="checkbox"/>	HOSPITALITY	<input type="checkbox"/>	PROMOTION

STARTING		ENDING	
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I will carry out the job responsibilities as they have been presented to me by my supervisor.

Volunteer signature:

Supervisor signature:

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# VOLUNTEER CHECKLIST

NAME: \_\_\_\_\_

APPLICATION DATE \_\_\_\_\_

COMMENCEMENT DATE \_\_\_\_\_

END DATE \_\_\_\_\_

POLICE CHECK YES / NO

WORKING WITH CHILDREN YES / NO

AGREEMENT FORM YES / NO

## AREAS OF ASSISTANCE

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

CAMP MENTOR  
ACTIVITIES ASSISTANT  
OFFICE ASSISTANT  
BUS DRIVING

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

FUNDRAISING  
GARDENING  
MAINTENANCE  
HOSPITALITY

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

ART / CRAFT  
SPORT  
COOKING  
PROMOTION