



# Voluntary Work Request for Organisation Approval

## Purpose of this form

The information on this form is collected for the purpose of approving 'not for profit' community organisations who wish to engage unemployed customers in voluntary work. The information will be stored on a Centrelink data base.

Please return this form as soon as possible to one of our Service Centres.

### 1 Service Centre

### 2 Postal address

  
  
  
 Postcode

## Organisation to complete

### 3 Is your organisation a national or state organisation?

No   
Yes

### 4 Are you seeking approval for more than one office or branch?

No  **Go to next question**

Yes

Please complete Questions 5–18 for EACH branch you are seeking approval for (copy pages 1 and 2 as many times as necessary).

### 5 Organisation name

  

### 6 Organisation permanent address

  
  
  
 Postcode

### 7 Organisation postal address (if different to above)

  
  
  
 Postcode

### 8 Organisation contact person

Mr  Mrs  Miss  Ms  Other

Full name

  

Position held

### 9 Organisation contact details

Phone number ( )

Fax number ( )

Email

  
 @ 

Website

### 10 Postcode(s) of areas serviced

  

### 11 What type of voluntary work position(s) do you have available?

  
  
  

### 12 Would you be prepared to accept direct referrals from us?

No  **Go to 19**

Yes  **Go to next question**

### 13 Please read this before answering the following questions.

Questions 14 to 18 are to assist our staff in making appropriate referrals.



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14 Do you have disabled access?

No

Yes

15 What public transport is available?


16 What parking is available?


17 What are your opening hours?


18 Other relevant information


If you need more space, attach a separate sheet with details.

19 Is your organisation a 'not for profit' organisation'?

No  *Go to next question*

Yes



**Note:** Documentation proving that your organisation is 'not for profit' may be requested.

The following are accepted as proof of 'not for profit' status:

- evidence of membership of a state, territory or regional volunteer centre, or
- Articles of Incorporation or Certificate of Incorporation or constitution, or
- verification that your organisation is a charitable trust.

20 Please read this before answering the following question.

**'Appropriate' insurance includes** public liability cover of at least \$5 million, as well as personal accident cover. There is no minimum amount of personal accident insurance to be held, and organisations should seek professional advice in determining what level of cover is appropriate.

Does your organisation have current appropriate public liability and personal accident insurance?

No  *Go to next question*

Yes



**Note:** Copies of insurance policies may be requested.

21 Statement

**I declare that:**

- the information I have provided in this form is complete and correct.
- paid positions are not being replaced by the use of volunteers.
- I will advise the Australian Government Department of Human Services **within 14 days** if our insurance circumstances change or if our insurance expires.

**I understand that:**

- details may be verified with or provided to other agencies such as the Department of Employment and the Department of Social Services where required by law or for program administration purposes.
- my organisation's approval status will be communicated to Centrelink customers.
- giving false or misleading information is a serious offence.

Your name

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Signature

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Date

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22 Returning this form

**Please return this form as soon as possible to one of our Service Centres,** as approved voluntary work cannot commence until your organisation is approved.

OFFICE USE ONLY

Approved  Not approved

CSO's name

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Phone number

(   )
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Date

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