**Thank you for volunteering for the 2021 Toowoomba Languages & Cultures Festival.**

**Applications due date: Friday 7 May 2021**

**Volunteer Training - Saturday 22 May 9.00am - 1.00pm at Allison Dickson Theatre H102, USQ**

**Volunteering with us Can Also Benefit You:**

* **By learning a new skill;**
* **Your experience as a volunteer is a great work reference in your CV;**
* **You will make new friends with similar interests from different parts of the world;**
* **Most importantly you will by helping your community, you will be serving the greater good and it will make you feel “great”.**

**Volunteer Areas:**

**1. Bump in - Bump out:** *Available:Fri-28 May; Sat- 29 May, Sun- 30 May - early morning & late Afternoon, Mon- 31 May.*

Workers required with set up and dismantle of tents, seating, display areas and other stalls. ***10 positions***

**2. Outdoor activities:** *Available:Sun 30 May Morning and/or Afternoon.* Workers will be required to assist with organising the grounds, signage, flags, bins etc.

**3. Volunteers Tent:** *Available: Sun 30 May Morning and/or Afternoon.*

A) Supervisor: Co-ordinate and dispatch workers on hand for call out duties, monitor sign on and off of volunteers coming on and going off duty. Provide refreshments (water/tea/coffee/juice and biscuits) for workers before and after their duty. ***10 positions***

B) General Duties: ***12 positions***

**4. Gates:** *Available: Sun 30 May Morning and/or Afternoon.*

Gate workers will be in pairs as a minimum. They are required to check entry tickets, entry requirements and covid safe requirements at the gates. ***18 positions***

**5. Stage Managers:** *Available: Sun 30 May Morning and/or Afternoon or All day.* Workers will be required to assist MCs and performers. ***9 positions***

**6. Runners:** *Available: Sun 30 May Morning and/or Afternoon.* Assist Stage managers and MCs by bringing together performers in time for their performance. Assist performers to be ready for performances. ***18 positions***

**7. Surveyors**: *Available: Sun 30 May All day.* Surveyors to assist with feedback surveys of festival participants.

If you know anyone that might be able to help out, then please pass on this information. If you are able to help then please contact:

**Volunteer Coordinator Maud Bagnall on** **maud@tims.org.au** **or call: 0451 501 868**

Please email back this form to **Maud Bagnall/ Volunteer Coordinator at** **maud@tims.org.au** **before Friday 7 May**

|  |  |
| --- | --- |
| Volunteer Application Form  | **Toowoomba Languages & Cultures Festival 30 May 2021** |

## \*(Delete which does not apply) or (Tick which applies)Contact Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |       | Preferred Name |       | Gender |       |
| Home Phone |       | Mobile |       | Age\* | 18-30**[ ]**  | 30-55**[ ]**  | 55-65**[ ]**  |
| Street Address |       | E-mail |       |
| Emergency Contact Information |
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| --- | --- | --- | --- | --- | --- |
|  Name |       | Mobile |       | Home Phone |       |

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| **DUTY OF CARE:** Do you have any legal, medical or personal restriction, which would affect your ability to work competently in a manner, which is safe to yourself, your fellow workers, TIMS’ clients or the public generally?NO **[ ]**  YES**[ ]  (Delete which does not apply)or (Tick which applies).** If yes, please provides details - Do you have a Blue card? NO **[ ]**  YES**[ ]** - Having a Blue Card is not mandatory. |
| Blue Card No: |       | Expiry Date: |       |

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## TIMS VOLUNTEER AGREEMENT



## TIMS

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| TIMS needs to collect personal information about volunteers for training, placement, supervision, support and evaluation of the Volunteer Program and to satisfy workplace health and safety obligations and insurance requirements. I give my consent for TIMS to collect information about myself for the Volunteer Program. TIMS is committed to protecting and upholding the rights of our clients and staff to privacy and confidentiality and applies the Australian Privacy Principles (APPs) in the way we collect, store and use information. Please note that TIMS does not transfer personal information to an organisation that is in a foreign country, nor does it store any client or staff personal information on databases that are located overseas. |

## Availability: Preferred day of work

Preferred day of work \*(**Delete which does not apply) or (Tick which applies)**
**Preferred time for volunteering\*\***: M=morning, MD=mid-day, LA=late afternoon, E=evening (Check availabilities)

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| **Preferred Date& Time:**  | Fri- 28 May\*\*

|  |  |  |
| --- | --- | --- |
| M**[ ]**  | MD**[ ]**  | LA**[ ]**  |

 | Sat- 29 May\*\*

|  |  |  |  |
| --- | --- | --- | --- |
| M**[ ]**  | MD**[ ]**  | LA**[ ]**  | E**[ ]**  |

 | Sun- 30 May\*\*Festival

|  |  |  |  |
| --- | --- | --- | --- |
| M**[ ]**  | MD**[ ]**  | LA**[ ]**  | E**[ ]**  |

 | Mon-31 May\*\*

|  |  |
| --- | --- |
| M**[ ]**  | MD**[ ]**  |

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| **Area(s) of work preferred.** (Please tick areas of interest and number them in order of preference (Please find more details from the list on the previous page): (*\*\*: Only Festival Day)* |
| **[ ] Bump in - Bump out***Available everyday* |  | **[ ]  Outdoor activities***Only 30 May \*\** |  | **[ ] Volunteers Tent***Only 30 May \*\** |  |  |
| **[ ] Gates***Only 30 May \*\** |  | **[ ] Stage Managers** *Only 30 May \*\** |  | **[ ] Runners***Only 30 May\* \** |  | **[ ] Surveyors***Only 30 May\*\* \*\* Festival Day* |  |  |

Have you volunteered before? Yes**[ ]**  No**[ ]**  (If yes in what areas:

## Agreement and Signature



|  |  |
| --- | --- |
| Name  |       |
| I accept this volunteer agreement  | Yes**[ ]**  | No**[ ]**  | **(Tick which applies)** |

|  |
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| Date: |

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