

Please return to ANTaR (Australians for Native Title and Reconciliation) National Office:

19a Quirk St, Rozelle NSW, 2039

Ph: 02 9555 6138

Fx: 02 9555 6991

Email: antar@antar.org.au

ANTAR VOLUNTEER INFORMATION

NAME: _____

ADDRESS: _____

STATE: _____ POSTCODE: _____

HOME PH NO. _____ MOBILE: _____

WORK NO. _____ EMAIL: _____

FAX. _____

DATE OF BIRTH: _____ PREFERRED FORM OF CONTACT: _____

Are you available for volunteer work at ANTaR. (Please circle the appropriate answer)

Yes No

Would you like to work with us :

- ☐ on a regular basis or
- ☐ occasionally
- ☐ available at short notice (24 hours)

Are you available during office hours?

☐ Yes

☐ No

Preferred week days _____

☐ Morning

☐ Afternoon

Other times?

☐ Evening

☐ Weekends

☐ Other(eg one day a fortnight or a block of time) _____

Would you prefer to work:

From home The ANTaR office?

Are you able to offer the use of a vehicle for ANTaR purposes?

Yes No

Are you on the ANTaR Telephone Tree?

Yes No

How did you hear about us?

Word of mouth

Newsletter

Flyer

Other _____

What is your reason for volunteering?

Can you briefly list your paid and unpaid work experience?

Other Skills _____

We require assistance in the following areas. Are you experienced or willing to help in any of these areas?

Office Support

Reception	General office work	Mail-outs	Letter Writing
Banking & Donation Processing			

Computer Work

Database Entry	Computer network	Working on the website
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Co-ordination

Event Management	Co-ordination of Telephone tree	Information stalls at markets
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Volunteer Management

Recruitment of volunteers	Interviewing new volunteers	Training volunteers
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Sea of Hands

Installation Sea of Hands	Maintenance of the Hands	Transport
Co-ordination of SoH installation	Working on the stalls and handing out information	

Other areas where we need volunteers include :

Fundraising	Merchandise Creation	Research	Marketing
Media work	Newsletter	Special projects	

Please note, basic training is provided for all the work conducted at ANTaR.

Confidentiality Agreement

Some of the information at ANTaR is confidential – we ask you to sign this agreement because it is important that people treat the information with respect. Your information is also confidential, and will not be divulged without your permission.

I, (name).....agree to abide by ANTaR's policy on the confidentiality of internal information and general Australian privacy provisions. I agree not to divulge, photocopy or show:

- (a) to any person, matters relating to the operations, case work and administration of ANTaR; and
- (b) to non-members, any internal information, embargoed information or confidential details regarding forthcoming campaigns or policy except with the consent of the National Coordinator or the delegated officer.

I also agree to follow ANTaR policies and procedures where they affect the work I am doing.

Signature:.....Date.....

Witness Signature:.....