



Application for Membership & Volunteer

Incorporated under the Associations Incorporations Act 1987

2 Tuart Avenue, Mandurah WA 6210

Phone: 0420 293 538 Email: peelcommunitykitchen@gmail.com

APPLICANT:

Surname: _____ Given Names: _____

Address: _____

Occupation: _____

Email Address: _____

Contact phone number: _____ Date of birth: _____

Hereby apply to become a Member & Volunteer of the Peel Community Kitchen Inc. subject to the Board's approval. In the advent of my admission as a Member and Volunteer, I agree to be bound by the rules of the Peel Community Kitchen Inc and agree to observe the Volunteers Code of Conduct and Behaviour, as per below. I also agree to pay the membership fee of \$2 per annum (currently waived) if the Members vote to re-introduce the fee at an AGM or specially convened General Meeting, as determined in the Constitution.

Code of Conduct and Behaviour –

The Peel Community Kitchen expects that volunteers and paid employees will behave in a professional manner which upholds the standards and values of the organisation. Everyone will treat others with respect and courtesy at all times, reflecting the objectives of both the Peel Community Kitchen's policy and government legislation with regard to access, inclusion and equal opportunity. Everyone is expected to behave with integrity in their dealings with others, providing support and assistance to their co-workers and to individuals and organisations to whom they provide services or information.

Harassment and bullying are not tolerated in the Peel Community Kitchen's workplace or in any venue where its services are delivered. All volunteers and staff share responsibility for ensuring that the workplace is free from bullying and harassment and that the appropriate processes are used to deal with any incidents that may arise. Disciplinary action and/or termination may result from inappropriate behaviour.

Signature of applicant

Date: _____

Please lodge this form with an office bearer of the PCK Board for approval.

<u>Proof of identity provided:</u> What document? 	<u>Proof of Vaccination provided:</u>
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PROPOSER: I: _____ being a Board Member of the Peel Community Kitchen Inc, nominate the applicant, who is known to me, for membership of the association.

Signature of proposer

Date: _____

Please read and sign the Volunteers Agreement on the reverse page of this form

The Peel Community Kitchen offers volunteers the opportunity to work in the kitchen from 9:00am to 1:30pm weekdays, work at the Sausage Sizzles BBQ's and help with fundraising activities.

PLEASE REGISTER YOUR PREFERENCE OF DUTIES & THE DAYS THAT SUIT YOU BEST

Duties	Days Preferred	Please initial
Kitchen & Food Preparation		
Sausage Sizzles BBQ's		
Fundraising		
Other – Please specify		

Volunteers Agreement – Signed by the Peel Community Kitchen Inc. official and the Volunteer

The Peel Community Kitchen will:

- Provide information and support to enable the volunteer to meet the responsibilities of the volunteer position.
- Accept feedback and constructive suggestions from the volunteer on ways to improve the service and bring to the attention of the Board of the Peel Community Kitchen.
- Maintain confidentiality at all times.
- Maintain voluntary worker insurance policy for personal accident and injury.
- It is agreed that this appointment is not, and is not intended to be, a contract of employment. Further, nothing in this appointment constitutes a commitment by the Peel Community Kitchen to provide employment at any time in the future.
- In the event of undesirable conduct, the volunteer may be asked to leave and the membership will be cancelled.

Signed by Peel Community Kitchen Official: _____ Date: _____

The volunteer agrees:

- To carry out tasks assigned to me as a volunteer staff member to the best of my ability.
- To provide adequate notice for replacement if unable to attend the Peel Community Kitchen on rostered day.
- To refrain from offering counselling to clients.
- To maintain and respect confidentiality of other staff (paid or unpaid) and clients at all times.
- To work with the Peel Community Kitchen Board and volunteers to achieve the aims and objectives of The Peel Community Kitchen.

Signed by the Volunteer: _____ Date: _____