



VOLUNTEER APPLICATION FORM

| YOUR DETAILS | | |
|---------------------------|-------------|--------|
| Name | | |
| Email Address | | |
| Postal Address | | |
| Phone – Home | Work | Mobile |
| Date of Birth ___/___/___ | Male/Female | |

To save costs the Festival would really appreciate if you would wear the Festival T-Shirt/Polo Shirt from last year if you have one. If not please circle your size on this form. T-Shirts are free to Volunteers but Volunteers may purchase a Polo Shirt for a minimal cost of \$5.

| SHIRT / BLOUSE SIZE (Please circle) | | | | | |
|-------------------------------------|--------|-------|---------|----------|-----------|
| Small | Medium | Large | X-Large | XX-Large | XXX-Large |

| EMERGENCY CONTACT | | |
|------------------------------|------------|--------|
| Name | | |
| Phone – Home | Work | Mobile |
| Medic Alert Number | Medication | |
| Doctor's Name & Phone Number | | |

| YOUR ACCREDITATIONS (Please circle) | |
|-------------------------------------|---------------|
| First Aid (Current) | Blue Card |
| Driver's Licence (Car) | Other Vehicle |
| Other qualifications: | |

If you have any further questions or require more information on volunteering at the Festival please contact the Australian Italian Festival office.

Email: admin@australianitalianfestival.com.au

Phone: 07 4776 5288

Mobile: 0447 111 669

When you submit this form, you are acknowledging that you accept and agree to the Volunteer Policy.

You give your permission that any photographs taken of you during the Australian Italian Festival can be used for any media or marketing purposes.

Signature _____ Date _____

| |
|---|
| Please indicate below your volunteering preferences. (Please check to indicate) |
|---|



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| | |
|---|---------------------------------------|
| | Please indicate which days you prefer |
| Logistics – set up (Mon – Friday) | |
| Logistics - decorating (Thurs/Friday) | |
| Logistics – bump out (Monday post festival) | |
| Logistics – signage installation | |
| Cannoli Stall (Saturday/Sunday) | |
| Mammas Cucina (Saturday/Sunday) | |
| History Display (set up and pack down) | |
| Merchandise (Saturday/Sunday) | |
| Pre-festival cooking – arancini and cannoli (venue and dates to be advised) | |

| COORDINATOR (Please circle time and job you are able to do) | |
|--|--|
| Volunteer coordinator | |
| Bar coordinator | |
| Event coordinator – Dinner | |
| Stalls coordinator | |
| Logistics coordinator | |

| LOGISTICS – Set up at TYTO prior to and after Festival (Please circle time of day and time you are able to volunteer) | | | | | |
|--|-------------------------------|------------------------------|----------------------------|---------------------------|---------------------------|
| TUESDAY 28/5/2024 | WEDNESDAY 29/5/2024 | THURSDAY 30/5/2024 | FRIDAY 31/5/2024 | SUNDAY 2/6/2024 | MONDAY 3/6/2024 |
| 8:00 am -12:00 pm | 8:00 am -12:00 pm | 8:00 am -12:00 pm | 8:00 am -12:00 pm | | 8:00 am -12:00 pm |
| 1:00 pm – 5:00 pm | 1:00 pm – 5:00 pm | 1:00 pm – 5:00 pm | 1:00 pm – 5:00 pm | 3:00 pm – 5:00 pm | 1:00 pm– 5:00 pm |



VOLUNTEER APPLICATION FORM

| MAMMA'S CUCINA (Please circle time and job you are able to do) | |
|---|------------------------|
| COOKING SERVING CASHIER CLEANING /WASHING UP | |
| SATURDAY 1/6/2024 | SUNDAY 2/6/2024 |
| 8:00 am – 1:30 pm | 9:00 am – 12:00 pm |
| 1:30 pm – 5:30 pm | 12:00 pm – 3:30 pm |
| 5:30 pm – 9:30 pm | |

| CANNOLI (Please circle time and job you are able to do) | |
|--|------------------------|
| FILLING SERVING CASHIER | |
| SATURDAY 1/6/2024 | SUNDAY 2/6/2024 |
| 9:00 AM – 2.00 PM | 9:00 AM – 3.00 PM |
| 2:00 PM – 6:00 PM | |
| 6:00 PM – 9:30 pm | |

| MERCHANDISE (Please circle time and job you are able to do) | |
|--|------------------------|
| SERVING CASHIER | |
| SATURDAY 1/6/2024 | SUNDAY 2/6/2024 |
| 8:00 am – 1:30 pm | 8:00 am – 12:00 pm |
| 1:30 PM – 5:30 pm | 12:00 pm – 3:30 pm |
| 5:30 PM – 9:30 pm | |



VOLUNTEER APPLICATION FORM

| WINE BAR (Please circle time and job you are able to do) | |
|---|--------------------|
| SERVING | CASHIER |
| SATURDAY 1/6/2024 | SUNDAY 2/6/2024 |
| 9:00 am – 1:30 pm | 9:00 am – 12:00 pm |
| 1:30 pm – 5:30 pm | 12:00 pm – 3:30 pm |
| 5:30 pm – 9:30 pm | |
| 9:30 pm – 11:30 pm | |

| TELLERS FOR THE OFFICE AT TYTO (Please circle time and job you are able to do) | |
|---|-------------------|
| SATURDAY 1/6/2024 | SUNDAY 2/6/2024 |
| 8:00 am – 1:30 pm | 8:00 am – 2:00 pm |
| 1:30 pm – 5:50 pm | |
| 5:30 pm – 10:30 pm | |
| | |

| EXHIBITION (Please circle time of day and job you are able to do) | | | | | |
|--|--|--|--------------------------------------|--|--|
| TUESDAY 28/05/2024 | | | WEDNESDAY 29/05/2024 | | |
| COLLECT ITEMS FROM MUSEUM | | | CONTINUE WITH SET UP IN GALLERY | | |
| ASSIST WITH INITIAL SET UP AT GALLERY | | | 11.30 - 12.00 midnight – clean up | | |
| | | | | | |

| Regional Dinner |
|---|
| FRIDAY 31/05/2024 – TYTO Restaurant |
| 7:00 pm – 8:00pm – Collect door tickets – Sell raffle tickets |



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Volunteer Policy

The Australian Italian Festival Volunteering Policy is in line with Volunteering Queensland and Volunteering Australia best practice volunteer management guidelines.

The Festival recognises the important part volunteers play in the Festival and in the wider community.

Policy Statement

The Australian Italian Festival is a Not-For-Profit organisation.

Volunteers support the Australian Italian Festival's infrastructure, fulfilling the majority of roles required to run the event every year. Without its Volunteers the Australian Italian Festival would not be able to operate.

Volunteers benefit the Festival and the broader community by giving patrons, at a reasonable price, access to traditional Italian Culture with an Australian twist. They are ensuring that the Italian cultural heritage of the Hinchinbrook community remains alive and is showcased for the wider community to enjoy.

An organization which involves volunteers agrees to:

- Interview and engage volunteer staff in accordance with anti-discrimination and equal opportunity legislation.
- Provide volunteer staff with orientation and training.
- Provide volunteer staff with a healthy and safe workplace.
- Not place volunteer staff in roles that were previously held by paid staff or have been identified as paid jobs.
- Differentiate between paid and unpaid roles.
- Define volunteer roles, and develop clear role descriptions.
- Provide appropriate levels of support and management for volunteer staff.
- Provide volunteers with a copy of policies pertaining to volunteer staff.
- Ensure volunteers are not required to take up additional work during industrial dispute or paid staff shortage.
- Provide all staff with information on grievance and disciplinary policies and procedures.
- Acknowledge the rights of volunteer staff.
- Not ask a volunteer to work in a voluntary capacity for more than 16 hours per week.
- Ensure that the work of volunteer staff complements but does not undermine the work of paid staff.
- Offer volunteer staff the opportunity for professional development.
- Reimburse volunteer staff for approved out-of-pocket expenses incurred on behalf of the organisation.
- Treat volunteer staff as valuable team members, and advise them of the opportunities to participate in decisions.
- Acknowledge the contributions of volunteer staff.
- Ensure that all voluntary work is undertaken on a voluntary basis and without coercion.
- Offer volunteers work opportunities appropriate to their skills, experience, and aspirations.
- Maintain written policies and implement procedures to ensure the safety and well-being of volunteers, including maintaining appropriate current volunteer Personal Accident Insurance and Public Liability Insurance which includes volunteer workers.
- Maintain policies and implement procedures in compliance with all legislation pertaining to volunteer workers. In particular, the Work Health and Safety Act 2011, Anti-Discrimination Act 1991, Privacy Amendment (Private Sector) Act 2000, and any other legislation that is relevant to volunteer workers.
- Ensure the tasks and activities undertaken by volunteers benefit the community and that volunteers do not derive financial gain for themselves.



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This code has been endorsed by Volunteering Australia.

Volunteers have the right to:

- be interviewed and engaged as a volunteer in accordance with equal opportunity and anti-discrimination legislation
- receive information about the organisation
- a clearly written role description
- know to whom they are accountable
- be recognised as a valued team member
- be supported and supervised
- a healthy and safe working environment
- be protected by appropriate insurance
- say no if they feel they are being exploited
- be reimbursed for approved out-of-pocket expenses
- be advised of the travel reimbursement policy
- be informed and consulted on matters which directly or indirectly affect them and their work
- be made aware of the grievance procedure
- orientation and training
- information about policies and procedures that affect their work
- have their confidential and personal information dealt with in accordance with the Privacy Act 1988 (Cth).

Volunteers have a responsibility to:

- be reliable
- respect confidentiality
- carry out the tasks defined in the role description
- be accountable
- be committed to the organisation
- undertake training as requested
- ask for support when they need it
- give notice before they leave
- value and support other team members
- carry out the work they have agreed to do responsibly and ethically
- notify the organisation as soon as possible of absences
- adhere to policies and procedure

Volunteer Benefits

All volunteers who register and do 4 hours or more receive the following:

- Free entry into the festival for the day you work, or,
- If working prior to or after the Festival weekend for 4 hours, be given Free entry for Saturday.
- A volunteers T-Shirt
- A meal voucher (can only be redeemed at Mamma's Cucina)