

Thank you for your enquiry regarding becoming a member/volunteer for **Capes4kids Australia Inc.**™ providers of the C4KA Hero Cape. Since becoming a registered charity we have supplied thousands of capes to hospitals and organisations in every State and Territory in Australia. Our team of volunteers is INTEGRAL to the success of the charity.

Capes4kids Australia Inc.™ is a nationally registered not for profit charity and registered with the ACNC (Australian Charities & Not for Profit Commission). The charity has a subclass of PBI (Public Benevolent Institution) and holds Detectable Gift Recipient status (DGR) endorsed by the Australian Tax Office (ATO). As a charity we are a legal entity that is recognised as an incorporated organisation which is accountable and transparent. Our members continue to play an important part in building and running our organisation. Becoming a member will enable you to play an active part in decision making in our organisation through the right to vote on special resolutions and in the election of committee members and office bearers.

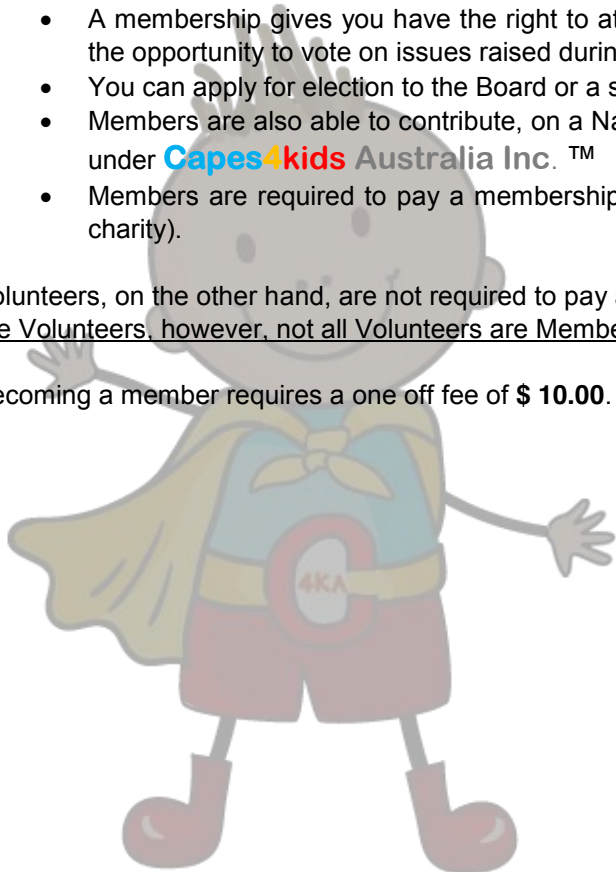
Capes4kids Australia Inc.™ is in demand and as such, it is expected all volunteers, whether volunteers or members submit a minimum of **3 capes per month**. (ie: 12 capes will be 4 months supply, 36 capes 12 months supply and so on). If at any time you are not able to meet this requirement, all we ask is that you contact a member of the Board to let us know.

What is the difference between a Member and a Volunteer?

- A membership gives you have the right to attend the Annual General Meeting (AGM), and you will have the opportunity to vote on issues raised during the meetings.
- You can apply for election to the Board or a subcommittee.
- Members are also able to contribute, on a National level, to the development and running of all programs under **Capes4kids Australia Inc.**™
- Members are required to pay a membership fee (this fee contributes to the required Insurances for the charity).

Volunteers, on the other hand, are not required to pay a fee, and have no voting rights in the charity. All Members are Volunteers, however, not all Volunteers are Members.

Becoming a member requires a one off fee of **\$ 10.00**. There is NO ongoing annual fee.



Acknowledged:

Date:

HOW DO I REGISTER?

If you would like to become a member/volunteer, please complete the following:

1. Fill out and sign ALL 4 pages.
2. Post them to the C4KA Secretary (Address below)
3. You will then be added to our Seamstress Page on Facebook where you can find the Pattern and Guide Lines in the Files Section (you are not required to be added to the FB Group, but, it will make it easier to be involved in C4KA!)

If you have any questions regarding membership or becoming a volunteer for our organisation, please contact;
capess4kidsaustralia@gmail.com

Before sending, please check you have everything you need, signed and dated where indicated, then post to us at -

Capes4kids Australia Inc.
The Secretary
5 Van Dieman Ave
Summerhill
Tasmania
7250

We have 2 types of Memberships as follows: Please tick ONE

- | | |
|--------------------------|-----------|
| <input type="checkbox"/> | Member |
| <input type="checkbox"/> | Volunteer |

Application to join **Capes4kids Australia Inc.** TM

I,..... ofwish to become a Member/ Volunteer (circle one) of **Capes4kids Australia Inc.** TM

I agree to be bound by the rules of the Association, including the policies and procedures outlined in the bylaws of the Association. These include, but are not limited to;

- a. Code of Conduct
- b. Non-disclosure Agreement

, I understand and agree to the following;

- I accept that **Capes4kids Australia Inc.** TM is not liable for any damage to person or property.
- Any costs I incur in my role as a Member or Volunteer is at my own expense, unless otherwise agreed to in writing by a board member of **Capes4kids Australia Inc.** TM
- Once my application has been accepted, I will pay to the Membership fee to the nominated bank account - (applicable only to Members)

As required under the Associations Incorporation Act, my name and address as stated above must be recorded in a register of Members and Volunteers, only available for inspection by members of the Board. If I wish to limit access to my details, I will notify the secretary within the next 14 days.

As a member or volunteer of **Capes4kids Australia Inc.** TM I accept that I may be asked to attend and help with any event that is in my local area, and possibly interstate.

We ask that Members and Volunteers attempt to help with at least ONE local event each year.

Acknowledged:

Date:

Details

Name:	
Address:	
Phone Number:	
Email:	

Existing Volunteer

Where did you hear about **Capes4kids** Australia Inc. TM?

Why do you want to join **Capes4kids** Australia Inc. TM?

What can you bring to **Capes4kids** Australia Inc. TM?

There are many roles and duties that our volunteers are able to assist with. Please tick which of the following you are interested in:

- SEAMSTRESS
- GATHER / OTHER (please specify)

Acknowledged:

Date:

ORGANISATIONAL CODE OF CONDUCT

Capes4kids Australia Inc. TM requires all volunteers (Board members, Directors, Managers, Members, Representatives, Seamstresses and Administration) to adopt and follow this Code of Conduct.

- Volunteers will treat colleagues with respect, courtesy, fairness and good faith.
- Volunteers will respect the right of clients to privacy, and will similarly respect the confidences shared by colleagues in the course of their professional relationships and transactions.
- Volunteers will not practice, condone, facilitate or collaborate with any form of discrimination on the basis of race, colour, gender, sexual orientation, age, religion, national origin, marital status or other conditions or status.
- Bullying, harassment or any form of demeaning behaviour or communications will not be tolerated.
- Volunteers will protect and enhance the dignity and integrity of their work and **Capes4kids Australia Inc.** TM and their programs,
- Volunteers will remain proficient in their practice and the performance of their duties and will not undertake work beyond their capacity or competence.
- Volunteers shall disclose any personal relationships that may present a conflict of interest.
- Volunteers who have responsibility for engaging and evaluating the performance of other volunteers will act in a fair, considerate and just manner, performing evaluations on clearly enunciated criteria.
- All volunteers are bound by both the ethical and legal aspects of confidentiality, and will be required to sign a non-disclosure agreement.
- Volunteers will not accept money from members of the public without written permission
- All volunteers who receive any, but not limited to, donations of fabrics/cottons/Velcro will make capes from the donated items as per their purpose.
- All donated items to volunteers remain the property of **Capes4kids Australia Inc.** TM
- Volunteers will not use the assets of, nor exploit their relationship with, **Capes4kids Australia Inc.** TM or their programs for personal benefit or gain

Consequences for Breach of Code of Conduct

Breaches of the Code of Conduct or the Code of Ethics are considered to be very serious and severe disciplinary action (which may include termination of engagement and/or referral to relevant authorities) may arise, following appropriate investigations.

Breaches of Code of Conduct by service users is also considered a serious matter and may also lead to withdrawal of services, where inappropriate conduct towards volunteers and/or other service users is of a serious nature and/or ongoing. It may also lead to referral to appropriate authorities following initial investigation by management.

NON-DISCLOSURE AGREEMENT

This Agreement is made between **Capes4kids Australia Inc.** TM and individuals. The parties agree that:

- That all information (including drawings, specifications, resources, tools, patterns, strategy / policy / procedural and other information), communications internally generated (i.e. Facebook) are received in confidence and shall not be disclosed to any other party (organisation, group of people and / or individuals) unless appropriately authorised by the **Capes4kids Australia Inc.** TM Board.
- Volunteers are required to adhere to privacy laws, information encountered in their volunteer role. This may include names or information of members of the public / children.
- Volunteers are required to follow the processes and policies as directed by the management team.
- If there are any concerns regarding processes or activities of the organisation, the Board Members are the first point of call. Each volunteer is asked to email their concerns to the above email address.
- All tangible information, including drawings, specifications, resources, tools, patterns, strategy / policy / procedural and other information developed by or for **Capes4kids Australia Inc.** TM remain the property of the organisation.

Acknowledged:

Date: