THE P.D.S.S. VOLUNTEERS REGISTRATION FORM (DRAFT Nov.13)

Parents, grandparents and community members are welcome and encouraged to assist at Port Douglas State School. The staff and students appreciate all forms of assistance from covering library books at home to being part of one of our regular volunteer teams. Please complete the registration form below:

Part A

Name: _____________________________ Best Contact Phone No: __________________

Circle one: Parent Grandparent Community Member

Children or associated family attending our school: ________________________________

Part B

Do you have a Blue Card? Yes / No

If so please complete these details:

Card No. _______________ Expiratory Date: ________

If you don’t have a Blue Card then our school can organize a Volunteer’s Blue Card for you. Please download an application form from - www.bluecard.qld.gov.au and then present the completed form to the school office for endorsement.

Part C

Please tick which area you would like to volunteer your time in:

- classroom - work with groups of children (my preferred class ______ or classes _________)
- listen to individual children read
- assist the teacher with photo coping and preparation
- cover books for the resource centre
- assist in the resource centre e.g. checking books in and out
- assist in the tuckshop - Mondays
- assist in the tuckshop - Fridays
- assist with the gardens and maintenance of the grounds
- assist the P. & C. with fund raising
- use my special talents or skills (please elaborate) __________________________________________

Part D

Please read the attached - “Volunteers Induction Information”

I __________________________ have read the following “Volunteers Induction Information” and am looking forward to being part of the Port Douglas State School Volunteers Team.

Signature: _____________________________ Date: ________________

This form will be forwarded to the appropriate Volunteer Team Coordinator.
1. Always sign in and out through the front office.

2. Read the Port Douglas School Guidelines available on the school website https://portdougss.eq.edu.au and refer to when needed. The main sections being -
   - Emergency Procedures
   - Code of Conduct
   - Responsible Behaviour Plan for Students

3. Attend an Induction and Training Meeting:

   **P&C Volunteers Team** Induction and training meeting - (day and time to be advised)

   Role: To assist with working bees, fund raising, generally help out at P&C functions etc.

   **Tuckshop Volunteers Team** Induction and training meeting - (day and time to be advised)

   To be trained in food preparation, to organize class parents roster system

   **Classroom Volunteers Team** Induction and training meeting - Term 1 Week 4 and/or Term 3 Week 4 (day and time to be advised)

   Coordinators: HOC and teachers

   Role: To assist with reading groups, classroom activities, computer labs lessons

   **Resource Centre and At Home** Induction and training meeting - Term 1 Week 4 and/or Term 3 Week 4 (day and time to be advised)

   Coordinators: Teacher aides and teachers

   Role: To assist with organizing and preparing books and resources in the centre, do photocopying for your child’s teacher and/or (out of school hours or at home) assist by covering books, laminating cards etc.

   **R.E. Instruction Volunteers Team** Meeting to be advised

   Role: To deliver weekly Combined Religious Instruction to groups of students under the supervision of a teacher. (Specific training is required)

**Functions:**

The P&C and School will be providing a **Welcome Barbecue** - Term 1 Week 3 (evening and time to be advised) The Principal and PDSS Parents & Citizens Association will welcome you (parents and volunteers) into our school community. Each Volunteers Team Coordinator will give an overview of what their team will be doing during the year.

**End of Year PDSS Volunteers Celebration Morning Tea** - Term 4 Week 8 (evening and time to be advised)

The Principal and PDSS Parents & Citizens Association will thank parents and volunteers who have so generously contributed their time to our school community. Each Volunteers Team Coordinator will give an overview of what their team has achieved during the year. Volunteers will be presented with a certificate and there will be a Volunteer’s Lucky Dip Draw.