



CMCA 34th National Rally

Elmore Victoria

20-27 October 2019

elmoreallymanager@gmail.com

VOLUNTEER APPLICATION

Name: _____ CMCA No: _____

Phone: _____ Mobile: _____

Partner's Name: _____ CMCA No: _____

Postal Address: _____

Email: *(please print)* _____

Previous qualifications / skills / experience *(briefly)*

Have you volunteered at a rally before? Yes / No

If yes, provide the location & tasks performed at your last 3 rallies

- | | | | |
|----|-------|------|-------|
| 1. | _____ | Task | _____ |
| 2. | _____ | Task | _____ |
| 3. | _____ | Task | _____ |

Preferred tasks at Elmore Rally ***Please read summary of tasks listed on page 2***

- | | | |
|----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
|----------|----------|----------|

A member who volunteers for a role at a rally must be fit enough to carry out the duties associated with the assigned role or work area. By signing below, you acknowledge your fitness to carry out the role.

Signed: _____ Date: _____

Shirt size: _____ Hat size: *(new volunteers)* S M L XL

Contact: Kath Breen, Rally Manager

P: 0427 547 659 E: elmoreallymanager@gmail.com

VOLUNTEERING

As a volunteer you will be part of a team working under the supervision of a coordinator, organiser or team leader. For some tasks you will need to have a high level of fitness and ability to stand for lengthy periods. Most volunteers will find it necessary to use an UHF radio efficiently. All volunteers need to be able to understand and follow instructions, speak clearly, concisely and diplomatically deal with the rally participant's problems. Good personal appearance and hygiene are essential. All volunteers receive a volunteer shirt. First time volunteers also receive a hat. Volunteers are entitled to lunch on the day that they work. Volunteer partners are welcome to accompany them to any special volunteer events. **All applicants will receive a letter.** Those successful will be informed of the area they are working in and their entry time to the rally site. Those unsuccessful will be placed on an emergency list and will be notified if a vacancy becomes available. **Some** requirements of the various jobs are listed below, for greater detail contact the Rally Manager.

<p>ADMINISTRATION Assist with general office duties, e.g. photo copying, notice preparation. Need to be computer literate and have skills in use of office machines.</p>	<p>FIRST AID First Aid Certificate required. Provide First Aid assistance to injured or ill members.</p>
<p>CATERING Prepare volunteer lunches. Assist with general catering requirements. Prepare and supervise member's morning tea if part of morning tea team.</p>	<p>INFORMATION Knowledge of rally program and the rally site. Excellent communication skills.</p>
<p>CLEANING General cleaning of amenities and grounds, including mopping, vacuuming, bathroom & toilet cleaning etc.</p>	<p>LADIES' & MENS SHEDS Assist with setting up display. Introduce and thank presenters. Keep the venue clean and tidy.</p>
<p>CRAFT Ability to teach a craft to a small group of participants. Teach a task that you are skilled at. Prepare craft kits for the participants.</p>	<p>MAINTENANCE Collect rubbish, grey water collection (where applicable) Lay out water lines Set up power boxes.</p>
<p>CHAPTER STAND Promote the benefits of belonging to a Chapter. Good communication skills and knowledge of Chapter structure.</p>	<p>PHOTOGRAPHY Collect photos entered in the Photographic Competition Organise the Photographic Display and voting procedure</p>
<p>CMCA SHOP Selling CMCA merchandise in the Trade Building. Confidence in handling money.</p>	<p>MEET & GREET Welcome members on entry to site, distribute window cards. Prepare Rally packs.</p>
<p>DISC BOWLS Knowledge of preparation and organisation involved prior to the competition. Knowledge of Disc Bowls and the rules.</p>	<p>SEMINARS Prepare seminar rooms. Meet the presenter, introduce and thank the presenter. Keep the venue clean and tidy.</p>
<p>DANCE: Rock n Roll or Line dancing. Conduct sessions to provide basic instruction. Provide music and the ability to operate sound system. Ability to operate a portable sound system.</p>	<p>SITING Mark out sites. Site vehicles. Give basic site instructions re water and power.</p>
<p>ENTERTAINMENT Set up seating requirements for entertainment area, assist with audio visual equipment. Banner Presentation: source banners, display and help with photos</p>	<p>TRADE Set our Trade sites according to plan, indoor and outdoor. Locate Traders onto their site. General supervision of trade area. Supervise the Food Area. Keep venue neat and tidy.</p>
<p>EMERGENCY RESPONSE TEAM Supervise entry gates. Supervise within evening entertainment. Ability to speak clearly on the radio. Ability to stand for long periods and walk long distances Be physically fit.</p>	<p>TRANSPORT Drive on-site mini buses (LR License required) Drive Member Benefits car. (non-emergency vehicle) Drive buses on town route to shopping Centre</p>