



THE SALVATION ARMY MISSION VOLUNTEER AGREEMENT FORM

Thank you for your generous contribution of your time and talent to The Salvation Army's mission. We can't wait to have you on-board! But first, there are a few key points you should know about being a Salvation Army volunteer. It is important that you read, understand and sign this Agreement before commencing your position. We will advise you of any significant changes or updates to this Agreement.

Terms of Agreement

By signing this form I acknowledge and agree to the following terms during the course of my position.

DUTIES

- I will be undertaking a mission volunteer position at The Salvation Army and will perform all duties on a voluntary basis. I understand this means I will not be paid for my work.
- I will only undertake duties which I am authorised to do and will only complete tasks under the direction of my Corps Officer/Line Manager.
- The Salvation Army is not obligated to provide me with volunteer duties, and I understand my Corps Officer/Line Manager will notify me of any changes, including if my position is no longer required.

CONDUCT

- I understand and respect that The Salvation Army is based on Christian principles and that those principles form the Vision, Mission and Values of The Salvation Army.
- I agree to uphold The Salvation Army's values by ensuring that my actions and decisions are aligned with these values¹.
- I agree to comply with the law at all times during the course of my volunteering.
- I have read, understood and agree to comply with organisational standards, as outlined in Mission Volunteer Handbook, Mission Volunteer Position Profile, as amended from time to time².
- I agree to complete any required induction or training within required timeframes.

¹ To read more about The Salvation Army's Mission, Vision and Values <https://www.salvationarmy.org.au/about-us/mission-and-vision/>

² The full Salvation Army Code of Conduct and other policies are available to all volunteers. Ask Corps Officer/line manager for further details.

BACKGROUND CHECKS

- I understand that some mission volunteer positions require background checks and agree to undertake required checks related to my position.
- I understand that if my positions changes, I may be requested to complete new or additional background checks and renewals as needed.
- I will notify my Corps Officer/Line Manager of any offences or criminal proceedings not previously disclosed which may impact my position or change the status of a background check.

CHILD SAFETY

- I will abide by The Salvation Army's child safe policies and committed to creating a safe culture by taking action to protect and promote the wellbeing of children and young people.

SAFETY & INSURANCE

- I understand that as a volunteer I will not be covered by Workers Compensation Insurance, but will be covered under The Salvation Army's Personal Accident Insurance (Voluntary Workers)³.
- If I become aware of any health and safety issues/incidents or potential hazards, I will report this to my Corps Officer/Line Manager no later than on the day it occurred.
- I agree to provide adequate information to my Corps Officer/Line Manager relating to any existing health conditions which could impact my position.
- If I am injured during the course of my volunteer duties, I will notify my Corps Officer/Line Manager and complete an incident report as soon as practicable.
- I understand if use of personal property is required for my position, it must be approved by my Corps Officer/Line Manager and must comply with existing Salvation Army policies.
- Use of personal vehicles is not covered by The Salvation Army; I understand that The Salvation Army recommends I have full comprehensive insurance which is my own financial responsibility.

CONFIDENTIALITY

- I will not disclose any confidential information relating to The Salvation Army, even after the conclusion of my position, unless required by law.
- I will respect and protect the intellectual property owned by and licensed to The Salvation Army.

CONFLICT OF INTEREST

- I will advise my Corps Officer/Line Manager of any real or potential conflict of interest which may unfairly advantage me or someone known to me⁴.

³ Ask your Corps Officer/line manager should you require an outline of the Voluntary Workers Insurance Policy

⁴ Speak to your Corps Officer/line manager if you are uncertain about conflicts of interest

Privacy Notice and Consent Form

Your privacy is important to us	The Salvation Army, a not-for-profit organisation, is committed to upholding its obligations under the Privacy Act 1988.
Our privacy policy contains the details	Our privacy policy can be found online at https://www.salvationarmy.org.au/privacy . It includes information on how you may access and update the personal information we hold about you, the complaints process for a breach of the Australian Privacy Principles, and how we manage the complaints we receive.
Our privacy office is here to help	We have a dedicated privacy office responsible for ensuring we adhere to our privacy policy. Their contact details are provided in the privacy policy and are available for our use.
We only collect what we need	We collect personal information we believe is reasonably necessary to provide you with the services we offer. This includes information you provide to us on this form, any additional information you provide to our staff verbally or otherwise, and any information we may need to collect about you from third parties on your behalf (if applicable).
You consent to use for related purposes	By providing us with this personal information you also consent to our use or disclosure of this personal information for purposes related to the services we provide. Unless permitted or required by law, we will not use this information for any other purpose without your consent.
Your signature acknowledges your understanding	By signing this Form you: <ul style="list-style-type: none">• acknowledge you have read and understood the document;• understand the reasons for the collection of your personal information;• understand the ways in which your personal information may be used and disclosed;• acknowledge you provide this personal information to The Salvation Army voluntarily;• agree to the use and disclosure of your personal information as indicated here;• acknowledge that the personal information you have provided to us is current.
Let us know if your details change	You undertake to notify us as soon as practicable if this personal information is no longer current or if your consent for the collection and/or use of the personal information is withdrawn.

Media Release

I agree that The Salvation Army may take photographs and video footage of me (or, if applicable, my dependent) carrying out volunteer work and use it for the purpose of marketing and promotions of The Salvation Army and its services unless I specifically indicate otherwise.

I agree

I do not agree

Identification

I **give** consent for my name (or, if applicable, my dependent's name) to be identified in the media that used my (or, if applicable, my dependent's) appearance.

I **do not give** consent for my name (or, if applicable, my dependent's name) to be identified in the media that Uses my Appearance (or, if applicable, my dependent's Appearance). I understand that if I do not give consent for my name (or, if applicable, my dependent's name) to be identified, The Salvation Army will identify me (or if applicable, my dependent) using a pseudonym.

I understand that I have the right to revoke my consent for The Salvation Army to use the content and my appearance (or, if applicable, my dependent's appearance) by giving written notice to The Salvation Army via my Corps Officer/ Line Manager.

By signing this form, I confirm that I have read and agreed to all outlined conditions.

Mission Volunteer Signature

Mission Volunteer Name

Date / /

As parent/guardian, I give consent for the above applicant to be a mission volunteer with The Salvation Army

Parent/Guardian Signature

Parent/Guardian Name

Parent/Guardian Relationship

Date / /

Office Use only

As an authorised representative of The Salvation Army, I have completed all requirements to safely engage this individual as a volunteer and am satisfied for them to commence their assigned position.

Corps Officer/
Line Manager Signature

Name

Date / /