

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 you read, understand and sign this Agreement before commencing your role. You will be informed of any future significant changes or updates to this Agreement.

Terms of Agreement

By signing this Agreement, I acknowledge and agree to the following terms during the course of my volunteer role.

DUTIES

- I will be undertaking a mission volunteer role 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 as directed and authorised by my Corps Officer/Line Manager.
- As The Salvation Army is not obligated to engage me as a volunteer, I understand that my volunteer role may change or cease at any time, with due notice from my Corps Officer/Line Manager.

CONDUCT

- I understand and respect The Salvation Army is based on Christian principles and these principles form the Vision, Mission and Values of The Salvation Army.
- I will ensure my behaviour, actions and decisions are in accordance with The Salvation Army's Mission and Values¹.
- I agree to always comply with the law during the course of my volunteering. Within the required timeframe, I agree to complete any induction and role related training to understand and comply with organisational standards and conduct expectations².

BACKGROUND CHECKS

- I understand some mission volunteer roles require background checks and agree to undertake required checks related to my role.
- I understand if my roles change, I may be requested to complete new or additional background checks or renewals.
- Prior to, or during my engagement as a mission volunteer, I will notify my Corps Officer/Line Manager of any offences or criminal proceedings which
 - a)** may impact my eligibility to be engaged as a volunteer, or
 - b)** may change the status of my background check(s) I understand this will result in a risk assessment process to determine my ongoing involvement as a volunteer.

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.

CHILD SAFETY

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

SAFETY AND 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.
- I agree to provide my Corps Officer/Line Manager with any relevant or required information relating to new or existing health conditions that may impact my ability to undertake my role safely.
- I agree to provide information regarding my vaccination statuses as per the requirements of my volunteer role.
- 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.
- If I am injured during the course of my volunteer duties, I will notify my Corps Officer/Line Manager and complete an incident report within the required timeframe.
- If I am to use my personal property to fulfil the duties of my role, it must be approved by my Corps Officer/Line Manager and must comply with existing Salvation Army policies.
- I understand that if I am required to use my personal vehicle during my volunteer activity, it is not insured by The Salvation Army and therefore it is recommended I have my own comprehensive insurance in place.

CONFIDENTIALITY AND INTELLECTUAL PROPERTY

- I will not disclose any confidential information relating to The Salvation Army, even after the conclusion of my volunteering, unless required by law.
- I understand if my name and/or image (or dependent's name and/or image) is to be used in any TSA promotion, publication or other public or internal medium, this will only be with my written consent via a Media Release Form.
- I will respect and protect the intellectual property owned by and licensed to The Salvation Army.
- I agree to the non-exclusive license of any material or works created as part of my volunteer role with and for The Salvation Army to The Salvation Army in perpetuity. I grant The Salvation Army the right to use, copy, duplicate or publish any such material or works.

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.

Criminal Offence Declaration

Have you been found guilty of any serious offences i.e. committing/attempting to commit an offence involving physical assault or violence; sexual offences (relating to an adult or child); theft or fraudulent activities such as misappropriation of funds, misuse of position for financial gain; or have been subject to criminal proceeding which my impact you eligibility to be engaged as a volunteer?

Yes

No

Prefer not to say

If you select **Yes** or **Prefer not to say**, the Corps Officer/Line Manager will seek further clarification.

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

Mission Volunteer Signature

Mission Volunteer Name

Date / /

Guardian Permission - to be completed for mission volunteers under 16 years of age.

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 role.

Corps Officer/
Line Manager Signature

Name

Date / /