

## Volunteer Application & Code of Conduct

### Contact and Personal Information\* (\*Required Questions)

Name	
Street Address	
Suburb/ Post Code/ State	
Phone	
Email Address	
Date of Birth	

### How did you find out about Survivors Teaching Students Program\*

ANZGOG Promotion/ Flyer	
Internet	
Doctor	
Nurse	
Other, please specify	

### Motivation for Interest in the Program\*

**Tell us about yourself (The following information is held in strict confidence and is only used to assist us to support you in your participation in this program.)**

\*Survivor (Personal experience of ovarian cancer):

Date of Diagnosis	
Stage at Diagnosis	
Currently in treatment	

\*Caregiver/Family (Currently caring for or have cared for woman close to you diagnosed with ovarian cancer):

Date of Diagnosis	
Stage at Diagnosis	
Currently in treatment	

### Volunteer Role\*

**Please mark the areas you are interested in volunteering. \*NB: Please see Conditions of Participation - Presenters and Facilitators must have personal experience of ovarian cancer, as you will be trained to tell your personal story to students.**

Presenter (Telling your story)	
Facilitator (Managing Presenters Pod, Training and giving presentations as required)	
Regional Coordinator (Liaise with Universities, Facilitators to coordinate Presentations, Recruit and Train Volunteers)	

### Availability\*

Please mark which hours are you available to volunteer for the Survivors Teaching Students Program?

Weekdays - mornings	
Weekdays - afternoons	

### Special Skills or Qualifications (Optional)

Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, that you think would be relevant to your volunteering here.

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### Previous Volunteer Experience (Optional)

Summarize your previous volunteer experience if any.

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### Person to Notify in Case of Emergency\*

Name	
Street Address	
Suburb/ State/ Post Code	
Phone	
Email Address	
Relationship	

### Other ANZGOG Activities\*\*

May we contact you about other ANZGOG volunteer activities?	
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\*\*At times we have the opportunity to attend local health forums and events to help recruit for STS®. We are always looking for help staffing these booths. ANZGOG will provide all materials and shipping and will walk you through any logistics necessary. Additionally, we would like to be able to share with you events happening in your area that you might be interested in.

### Our Policy

*It is the policy of this organization to provide equal opportunities to all. We do not discriminate based on gender, sexual orientation, age, race, religion, or disability. ANZGOG recognizes that not all ovarian cancer survivors/caregivers will be ready and able to participate in the STS program. We reserve the right to turn down any applicant.*

## Conditions of Volunteer Participation

**Activity Details:** *Survivors Teaching Students is a Volunteer Program. We value the time and effort involved in your participation and contribution.*

**Name of activity/event:** *Survivors Teaching Students: Saving women's lives®*

**Period of activity/event:** *From date of Application to August 2020 (Annual Review of Volunteer Commitment)*

**Time activity/event commences:** *As per schedule (to be advised).*

**Anticipated hours:** *8 hours training in total, presentation times of approximately 2 hours each plus travel*

**Job Description:** *Volunteer - Survivors Teaching Students®*

*Any ovarian cancer survivor or caregiver is eligible to participate in this program as Presenter or Facilitator. A caregiver is defined as someone who was or is closely involved in a survivors' cancer journey and can speak to her various stages from diagnosis through treatment. Regional Coordinators have team management and coordinating roles and do not present to students. Enquiries for this role can be from any interested party with the required skills.*

*Each volunteer Presenter/Facilitator is expected to write down her/his experience with ovarian cancer— their story—and bring the written story to the follow-up meeting with the National Coordinator/or their Regional Coordinator.*

*NB: A sample story outline is provided to help the volunteer draft their story. Presenters must adhere to time limits as well as provide key messages.*

*Prior to Application, all volunteers need to have read and agreed to the Program Guidelines.*

*Volunteers who cannot comply with program guidelines will not be allowed to present.*

*On acceptance of your Application, you will be advised of the next available Training date. During the training, the Regional Coordinator/Facilitator will help you edit each story to a seven minute presentation. For sake of time, Regional Coordinator/Facilitator may have volunteers submit their stories via email so editing can be completed with you prior to training.*

*NB: Your details will be kept private and secure, and shared only with the volunteer Regional Coordinator and Facilitators with whom you are likely to be working.*

**Please find outlined below the ANZGOG volunteer guidelines and code of conduct. Please read carefully and sign with your agreement to these guidelines to commence your volunteer role. Thank you.**

### **ANZGOG's responsibilities to you as a Community STS Volunteer**

- *Recognizing that successful Community STS Volunteer involvement incorporates the individuals' motivations, aspirations and choices. We therefore seek to match ANZGOG's needs with the skills, knowledge, experience and motivation of our STS Volunteers.*
- *Providing STS Volunteers with adequate training, support, guidance and advice.*
- *Ensuring that STS Volunteers are given as much notice as possible of activities and events they are invited to attend.*
- *Training our staff properly to work with and support our STS Volunteers.*
- *Celebrating success and recognizing loyalty and dedication.*
- *Respecting STS Volunteers - listening to and learning from what they have to say and consistently encouraging two-way communication.*
- *Respecting STS Volunteer's privacy. Personal contact details will be shared with STS Program regional coordinators and facilitators only unless otherwise agreed.*
- *Providing timely and accurate information about the charity's policies and procedures.*
- *Fostering a friendly and supportive atmosphere.*
- *Making financial and other provisions in management plans for the needs of STS Volunteers.*
- *Resolving any complaints or grievances fairly.*
- *Ensuring the health, safety and welfare of all Community STS Volunteers whilst undertaking their activities.*

- Keeping records of the time our STS Volunteer's commit to ANZGOG and celebrating participation milestones.
- Insurance cover for volunteers while actively engaged in the agreed activity.
- Reimbursement for agreed out-of-pocket expenses while engaged in the activity: for travel costs/parking for presentations to designated Universities and Schools (Reimbursement Forms will be provided).
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**Community STS Volunteer responsibilities to ANZGOG**

- Maintaining and upholding the good name and reputation of the ANZGOG, including any approved use of its name and logo.
- Co-operating with members of staff, to listen and learn from what they have to say to ensure the ANZGOG's aims are achieved.
- Undertaking activities that have been asked of you or approved of by ANZGOG.
- Aiming for high standards of efficiency, reliability and quality in all aspects of your contribution.
- Accepting that the ultimate responsibility for the affairs of the ANZGOG rest with the Executive and Board, including media comment.
- Working within the law. STS Volunteers should seek advice, where appropriate, from ANZGOG on issues of legality.
- Respecting the need for confidentiality whenever you have access to restricted personal information.
- Informing us of any conflict of interest. If there is any doubt, STS Volunteers should seek guidance from the Survivors Teaching Students® National Coordinator.
- Taking reasonable care of your own health and safety whilst undertaking your work as an STS Volunteer and that of others who you may be working with.
- Understanding that you can take a break or retire from volunteering at any time.

**Agreement and Signature\***

By submitting this application, I accept the Conditions and confirm I have read both the Code of Conduct and Volunteer Guidelines. I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a Volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

**Volunteer Declaration**

*I acknowledge that I have read, understand and agree to abide by the terms and conditions of this agreement.*

*I give consent for my approved photograph to be used or to be photographed, audio recorded and/or videotaped as part of the Survivors Teaching Students: Saving Women's Lives® program for distribution online for program promotion purposes only.*

Name* (Printed)	
Signature (Electronic will do)	
Headshot included	
Date	

**\*Please include a headshot photo for our records and identification purposes only.**

Thank you for completing this application form and for your interest in volunteering with us.

**Please complete all required questions\* and return form to ANZGOG via email:**

**Attention Kylie Tattersall [finance@anzgog.org.au](mailto:finance@anzgog.org.au)**