



VOLUNTEER REGISTRATION FORM

www.lighthousefestival.com.au

Send to PO Box 9026, Burnett Heads Qld 4670

Drop off at Burnett Heads Community Hall Library

Email to info@thelighthousefestival.com.au

Lodgements in as soon as possible please.

Saturday 27th October 2018 11am to 7pm

With your help we can make a great event happen!

Thank you for your interest in becoming a volunteer supporter

For those volunteering again - **Thank You!** It's great to have you back.

CONTACT INFORMATION	
First Name:	Surname:
Organisation – if applicable:	
Postal Address:	
Preferred contact number:	
Email:	
EMERGENCY CONTACT	
Contact Name	Phone
Relationship	
Do you have any medical conditions that we should know about?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please specify:	
Age: <input type="checkbox"/> *Under 16 <input type="checkbox"/> 16-24 <input type="checkbox"/> 25-40 <input type="checkbox"/> 41-60 <input type="checkbox"/> 60+	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
*UNDER 16? - Parent attendance is required We'd love to have your help, however if you aren't part of an organisation e.g. scouts etc, then your parents must complete and sign this section with their details and attend the Festival for the duration you are volunteering. We will contact your parents to confirm your involvement.	Parent/Guardian Name: Parent/Guardian Signature: Phone:

My availability (Please indicate)

<i>Beforehand</i>	<input type="checkbox"/> Selling raffle tickets	<input type="checkbox"/> Distributing flyers		
<i>Festival week</i>	Mon/Tues/Wed	Thurs/Fri	Festival Day - 27th	Sunday 28th
<input type="checkbox"/> Any time				
6 am - 8 am		<input type="checkbox"/> site setup	<input type="checkbox"/> site setup	<input type="checkbox"/> break down
8 am - 10 am		<input type="checkbox"/> site/art setup	<input type="checkbox"/> site setup	<input type="checkbox"/> break down
10 am - Noon		<input type="checkbox"/> site/art setup	<input type="checkbox"/> site setup	<input type="checkbox"/> break down
Noon - 2 pm		<input type="checkbox"/> site/art setup	<input type="checkbox"/> event	<input type="checkbox"/> break down
2 pm - 4 pm	<input type="checkbox"/> site/art setup	<input type="checkbox"/> site/art setup	<input type="checkbox"/> event	<input type="checkbox"/> break down
4 pm - 6 pm	<input type="checkbox"/> site/art setup	<input type="checkbox"/> site/art setup	<input type="checkbox"/> event	
6 pm - 8 pm	<input type="checkbox"/> site/art setup	<input type="checkbox"/> site/art setup	<input type="checkbox"/> event	
8 pm - 10 pm			<input type="checkbox"/> break down	
You should also be available for these dates:				
<input type="checkbox"/> Induction	2 Sundays prior to event: 14 October 2018; 11am – 1pm			
<input type="checkbox"/> After event discussion	Sunday after to event: 4 November 2018; 11am – 1pm			

Confidentiality Statement

The Lighthouse Festival Committee members will not share your personal information as collected on this form unless legally obligated to do so.

Insurance for volunteers

All Burnett Heads Lighthouse Festival Volunteers are covered under the insurance policies of the Burnett Heads Sports and Progress Association.

Please indicate in which area you would like to help:		
<i>Before the event</i>	<i>During the event (Saturday)</i>	<i>After the event</i>
<input type="checkbox"/> Physical activity e.g. marking out oval, moving tables, chairs, rubbish bins and setting up marquees, fencing and signage <input type="checkbox"/> Obtaining and installing art stands (these can be heavy) <input type="checkbox"/> Assist in setting up Art Exhibition	<input type="checkbox"/> Gold Coin collector at entrance gates. (A Police check may be required if handling money) <input type="checkbox"/> Selling raffle tickets and gather and record feedback from festival participants. <input type="checkbox"/> Collect and dispose of rubbish and ensuring the grounds are kept free of litter <input type="checkbox"/> Assist in Art Exhibition area <input type="checkbox"/> Return art entries to owners (7pm – 8pm) <input type="checkbox"/> Bluecard holders may apply to work in the Kidzone	<input type="checkbox"/> Physical activity e.g. moving tables, chairs, rubbish bins and taking down up marquees, fencing and signage <input type="checkbox"/> Collect and dispose of rubbish and ensuring the grounds are kept free of litter <input type="checkbox"/> Dismantle and return art stands (these can be heavy)
<input type="checkbox"/> I consider myself fit to perform the task/s I have volunteered for, and will not place myself in any unsafe environment. I will immediately advise a Lighthouse Festival Committee member of any unsafe practice, hazard or risk.		
<i>Before starting</i>	<i>Sign-on</i>	<i>Sign-off</i>
<input type="checkbox"/> Receive a copy of the site map <input type="checkbox"/> Locate the emergency areas <input type="checkbox"/> Locate the First Aid area <input type="checkbox"/> Locate the stages <input type="checkbox"/> Locate the car parks <input type="checkbox"/> Locate the toilets <input type="checkbox"/> Know where you are working and who you are working with	<input type="checkbox"/> Receive lanyard <input type="checkbox"/> Receive safety vest. <input type="checkbox"/> Receive water bottle <input type="checkbox"/> Use sunscreen <input type="checkbox"/> Meal Voucher <input type="checkbox"/> Know where you are working and who you are working with	<input type="checkbox"/> Return lanyard <input type="checkbox"/> Return safety vest <input type="checkbox"/> Ensure all equipment issued is returned and monies collected have been receipted <input type="checkbox"/> Receive refund of entry fee
Other information:		
Volunteer's Name:		
Volunteer's Signature:		
Dated:		
Received by: (Committee member)		
FOR MORE INFORMATION CONTACT: Sherilee Ramm – 0498 354 055		

Please consider joining our Committee for next year!