



Dear Parent/s

A defining feature of Immanuel Lutheran College is our sense of community. We pride ourselves on providing our families with the opportunity to have a voice, to network and to facilitate with activities that enhance the learning environment of our students and ultimately enrich the College community as a whole.

How does volunteering benefit you?

When you volunteer the whole College benefits; however, from a personal perspective there is so much to be gained from being a volunteer at Immanuel. By being involved there is no better way to know what is happening in your school. The opportunity to network and establish new friendships (particularly if you are new to the College) is particularly rewarding. Volunteering allows you opportunities to meet other parents, develop lifelong friendships, build rapport with teachers, develop new skills or share your experience and talents.

How do your children benefit?

Our students gain so much from our volunteers, whether it be as a helper in the classroom, making lunches in the Tuckshop or working on one of the many community events. Based on experience, we have found that if parents, particularly those new to the College are involved as a volunteer it helps alleviate some of the anxiety associated with starting a new school. Our students enjoy having their parents around. Volunteering also sends a powerful message to your children, as it supports our culture of service to others.

Who can be a volunteer?

Basically anyone in our College community who has a desire to help and has some time to spare is welcome! In fact, the number of grandparents who are now volunteering their time is on the increase. What a great way to be involved in the lives of their grandchildren.

Do I need a Blue Card?

The College requires all volunteers hold a Blue Suitability Card for Working with Children issued by the Commission for Children and Young People and Child Guardian. If you do not have one, this can easily be arranged. Blue Card applications can be downloaded from www.cycpcg.qld.gov.au/pdf/bluecard/forms/volunteer-form.pdf or collected from either the Junior School or Main Administration Offices at the College. Please note that there is no application fee attached to volunteer Blue Card applications.

When completing your Blue Card Application please complete Part B of the form and return it in person to the College Administration Office with Proof of Identify documentation as outlined in Part C. The College will then complete the remaining sections and forward the form to the Commission for processing.

How do I apply to be a volunteer?

Please complete the attached Volunteer Registration Form and return it to the College marked attention Diane Paterson, Commercial Operations Manager.

What sort of commitment is required?

We understand that our parents are busy people so we welcome and appreciate any time that you are able to spare in helping the College.

Privacy Collection Notice

1. The College collects personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable the student to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The College from time to time may need to disclose personal or sensitive information to others for administrative, safety and education purposes. This includes to other schools, government departments, state authorities, medical practitioners and people providing services to the College, including but not limited to specialist visiting teachers, sports coaches and volunteers.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. Secure measures will be taken for the storing of information with service providers situated out of Australia (eg in the 'Cloud').
8. The College's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student or where students have provided information in confidence.
9. Information held by the College will be either de-identified or destroyed when no longer of use to the College.
10. The College's Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint. Parents have a right to make a written complaint to the Principal if they consider these Privacy Principles have been breached.
11. As you may know, the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. On occasions, information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines [and/or on our website]. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in College newsletters and magazines [and/or on our website]. The College will obtain separate permissions from the student's parent or guardian prior to publication.
13. We may include contact details of students and/or parents in class lists and our College parent directory, the "Buzz Book". Parents may elect to opt out of these listings by providing notice in writing to the Receptionist/Administration Assistant located in the College's Main Administration Building.
14. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.



VOLUNTEER REGISTRATION FORM

We value our volunteers and appreciate the generous free giving of your time and skills.

Surname:		Christian Name:	
Address:			Post Code:
Email:	Phone:	Mobile:	
My children/grandchildren are in the: Junior School <input type="checkbox"/>		Secondary School <input type="checkbox"/>	

Area you could volunteer

- | | | |
|--|--|---|
| <input type="checkbox"/> Jnr School Class Help | <input type="checkbox"/> Support-A-Reader | <input type="checkbox"/> Fruehlingsfest |
| <input type="checkbox"/> Arts Festival | <input type="checkbox"/> Library | <input type="checkbox"/> Tuckshop |
| <input type="checkbox"/> Admin Work | <input type="checkbox"/> Sports Coach | <input type="checkbox"/> Class Parent Rep |
| <input type="checkbox"/> Parents & Friends | <input type="checkbox"/> Voices on the Coast (Youth Literature Festival) | |

Please list skills/talents/expertise _____

Preferred day/s available for volunteering

- Monday Tuesday Wednesday Thursday
 Friday Holidays

TIMES

- All day
 Half Day

Relationship to the College

(ie Parent/Guardian/Grandparent/Other – please specify, NB: All volunteers who are not College parents are to possess a current Blue Card from CCYPCQ for working with children)

Comments _____

I endorse and understand that volunteering at Immanuel Lutheran College means work done in any organised context that is carried out without pay, benefits or entitlements and is of my own free will to benefit the College. I understand that I need to sign in and out at Junior School Reception, Main Administration or Secondary School Office or Ken Thamm Centre every time that I volunteer at the College and wear the name badge provided as identification.

Volunteer's Signature(s) _____ Date _____

On behalf of College _____ Date _____