

## REGISTRATION-FORM FOR A NEW VOLUNTEER

Thank you for deciding to join FCIA. FCIA is a leading welfare organisation with its focus on providing service to children and youths, families, social development, the elderly and persons suffering from debility.

### **What does registration include?**

- ✚ Voluntary inclusion in services according to your needs.
- ✚ Complete the form below and attach a copy of your identity document. Hand in the documentation at your local branch/service provider. The local branch/service provider will send a copy of the registration form and ID document to Head Office for the updating of the Central Database for volunteers.
- ✚ **FCIA undertakes not to send any identifying details of a volunteer to other institutions and that all information will be treated as confidential.**
- ✚ After completion and signing of the registration form you will receive a registration card from your branch/service provider which will be valid till the end of the financial year in March.

✓ <b>The form must be filled out in block letters and black pen / neatly typed</b> ✓ <b>Encircle only the applicable numbers</b>	
<b>NAME OF BRANCH/SERVICE-PROVIDER WHERE YOU WANT TO BE INVOLVED:</b>	
<b>SURNAME OF VOLUNTEER:</b>	
<b>FIRST NAME OF VOLUNTEER:</b>	
<b>ID NUMBER OF VOLUNTEER:</b>	
<b>CONTACT-NUMBER (CELL OR LAND-LINE):</b>	
<b>E-MAIL ADDRESS OF VOLUNTEER:</b>	
<b>HOME ADDRESS OF VOLUNTEER:</b>	

<b>AGE:</b>	<ul style="list-style-type: none"> <li>1. 13 to 18</li> <li>2. 18 to 25</li> <li>3. 25 to 40</li> <li>4. 40 to 60</li> <li>5. 60+</li> </ul>
<b>GENDER:</b>	<ul style="list-style-type: none"> <li>6. Female</li> <li>7. Male</li> </ul>
<b>POPULATION GROUP:</b>	<ul style="list-style-type: none"> <li>8. White</li> <li>9. Coloured</li> <li>10. Black</li> <li>11. Indian</li> </ul>
<b>Qualification/s</b>	<ul style="list-style-type: none"> <li>12. Special teaching</li> <li>13. Gr. 8 – 11</li> <li>14. Gr. 12</li> <li>15. After-school diploma</li> <li>16. University education</li> </ul>
<b>Number of years of experience as volunteer</b>	<ul style="list-style-type: none"> <li>17. 0 – 1 year</li> <li>18. 1 – 2 year</li> <li>19. 3 – 5 year</li> <li>20. 5 – 10 year</li> <li>21. 10+</li> </ul>
<b>Special skills</b>	<ul style="list-style-type: none"> <li>22. Empowerment (food, clothes, handiness)</li> <li>23. Planning and organisation/</li> <li>24. Fund-raising, marketing and finances</li> <li>25. Office administration</li> <li>26. Family accompaniment and support</li> </ul>
<b>Project/service wherewith he is involved</b>	<ul style="list-style-type: none"> <li>27. Children</li> <li>28. Parents</li> <li>29. The elderly</li> </ul>

<b>Training need/s</b>	<b>30. Orientation in respect of FCIA</b> <b>31. Managerial skills</b> <b>32. Project management</b> <b>33. Office administration</b> <b>34. Theoretic knowledge</b>
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- ✚ I undertake not to hold the organisation (FCIA), the committee-members, personnel and sponsors liable for any injuries, death, financial loss or damage to my personal property, as a result of fire, theft, weather conditions, labour-disputes, war situation and terrorism, while I am busy with my voluntary service for FCIA.
- ✚ I undertake to participate in the organisation’s mission, policy and working procedure. I understand that as a volunteer I cannot negotiate as an agent or employee of the organisation, unless authorized for that purpose.
- ✚ I undertake to maintain confidentiality with regard to information in respect of clients or persons concerned with projects, or decisions emanating from minutes, etc.

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**VOLUNTEER**

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**CHAIRPERSON/PROJECT LEADER**

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**DATE**