

RAWCS Volunteer Team

Regional Supervisor Information & Instructions

What is a RAWCS Project?

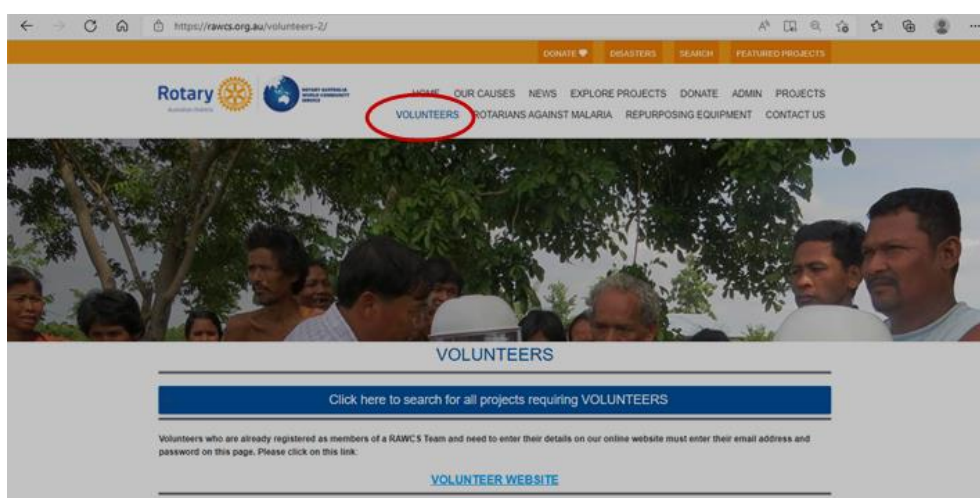
A RAWCS Project is a humanitarian project in an international country, recognised for funding by the Department of Foreign Affairs, which will benefit the disadvantaged in that community. Where Rotary clubs exist in the recipient country it is expected that the Rotary clubs from two countries work collaboratively to implement the project.

Who can apply to be a RAWCS Project Volunteer?

- The **Project Volunteer Team** program is not restricted to members of Rotary and Rotaract Clubs. Partners and non-Rotarians are most welcome to participate. While Volunteers are usually required to fund their own costs of travel, accommodation and living expenses, in some instances, Rotary Clubs or other organisations may provide some assistance.
- In many locations volunteers must be able to cope with challenging work and living conditions whilst on site. A good sense of humour is a bonus. Most teams usually spend 2 weeks working at a site with the local people and then either return home directly or spend a few days sightseeing.
- Projects will accept any Volunteer who is able to cope with the sometimes-challenging working and living conditions, travelling to and from, and whilst on site and who is prepared to fund their own travel and living expenses (including accommodation and food. Rotary Clubs or other organisations can assist volunteers financially.
- A person under 18 years of age must have the signed approval of a parent or guardian to participate in a RAWCS project. RAWCS discourages volunteers under the age of 15 years and over the age of 79 years.

How do I become a RAWCS/Rotary volunteer?

If you wish to volunteer for overseas service as a RAWCS/Rotary volunteer, you will need to contact a RAWCS Project Manager who is willing to place you on one of the teams that they are organising. A listing of all RAWCS Projects and the Project Manager contact details appear on our RAWCS website: <https://rawcs.org.au/volunteers-2/>





RAWCS Volunteer Team Regional Supervisor Information & Instructions

Do I need an email address?

- Yes, all volunteers and Team Leaders using this Online Volunteer Facility must have a unique email address that is not used by any other volunteer or Team Leader.
- All volunteers including the Team Leader are invited by email to record their details on our Online Volunteer Registration Facility.
- Any volunteer without an email address should apply for a free Hotmail, Live or Gmail email account.

Why do I need a unique email address?

The reason is that our Online Volunteer Facility database will recognise the unique email address and remember the data entered so that next time you come back to volunteer it will enter most of their personal data automatically.

How to initiate a RAWCS Team?

A volunteer Team can only be initiated by a current RAWCS Project Manager or the Team Leader by completing the on-line Register New RAWCS Team application.

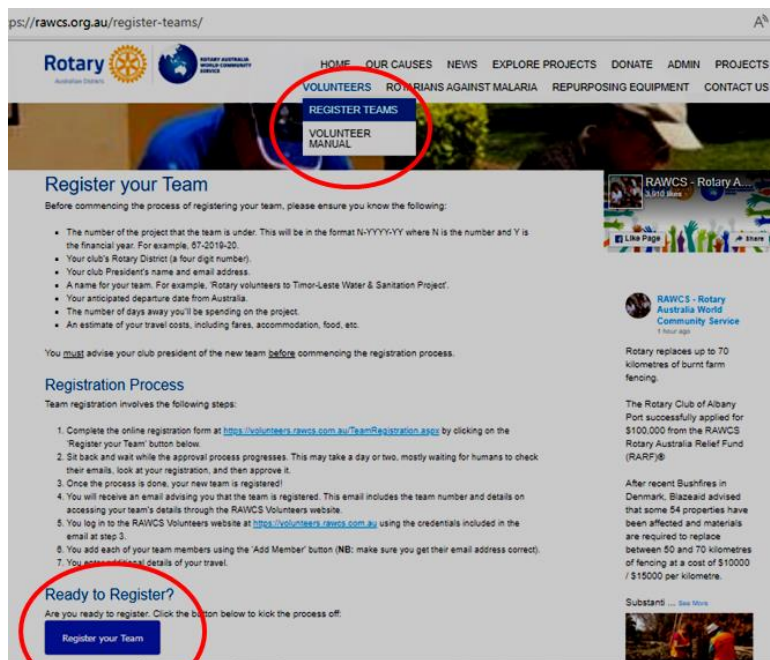
They are required to provide the following information:

- The RAWCS project number.
- A very brief reason for the team (what the team will actually be doing) in ten words.
- Full details and description of the project & work to be performed must be provided to determine suitability of volunteers to participate (For Medical Statement – Fit to Travel)
- The Team Leaders passport Given name and Family name.
- The Team Leaders unique email address.
- The anticipated departure date for the first team member departing
- Estimate of the number of days the volunteer will work on the project
- Estimate of the cost of travel, accommodation & meals for the volunteer
- Estimate of the number of days the volunteer will work on the project
- Estimate of the cost of travel, accommodation & meals for the volunteer

RAWCS Volunteer Team Regional Supervisor Information & Instructions

Register a RAWCS Team - What role of the Team Leader or Project Manager

- Open the link Register Teams under heading Volunteers on the RAWCS Website.
- Ensure that all the required information is available and open the link Register Your Team.
- Complete Register New RAWCS Team application and submit.

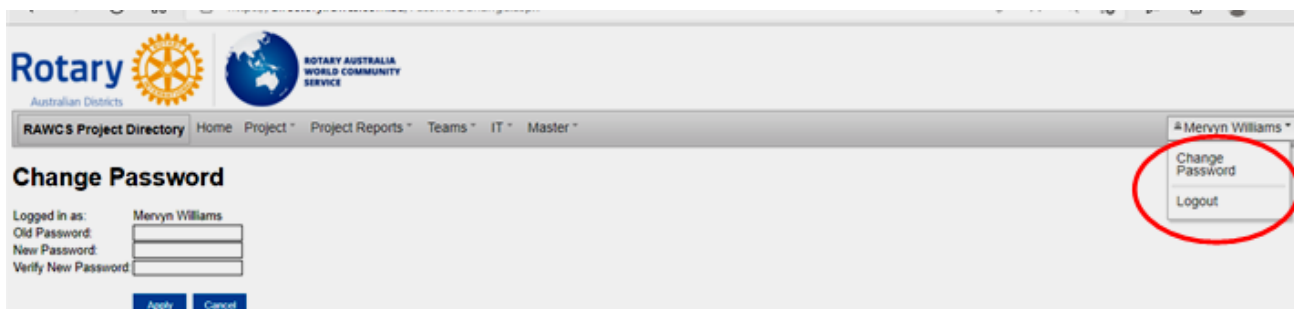


What email address and password does a Regional Supervisor use?

Regional Volunteer Supervisors should use their RAWCS generic email address:

- Central - volunteers.central@rawcs.org.au
- Eastern - volunteers.eastern@rawcs.org.au
- Northern - volunteers.northern@rawcs.org.au
- Southern - volunteers.southern@rawcs.org.au
- Western - volunteers.western@rawcs.org.au

Regional Volunteer Supervisors should initially use the password supplied by the National Project Manager. They should change the password to their own as soon as entering the website.





RAWCS Volunteer Team

Regional Supervisor Information & Instructions

Volunteer Application:

- Upon the Team Leader receiving an application from a Volunteer, the details are registered, and each volunteer will be sent an email inviting them to log onto the RAWCS website to enter their details.
- All Volunteers are required to complete the on-line RAWCS Volunteer Registration Team application.
- Further information on the volunteer application document view RAWCS website under Volunteers *“RAWCS Volunteer Teams Information & Application Instructions”*

Insurance

All RAWCS Volunteers (Rotarians and non-Rotarians) are covered for medical expenses incurred whilst travelling by the Rotary Australia National Insurance Programme for a **maximum of 90 days**, which can include up to 21 days of private travel.

Upon the completion and registration of the Volunteer Team Application, the RAWCS Regional Volunteer Supervisor notifies: -

- Each individual Volunteer with details of the Team Registration and copy of the Rotary Australia National Insurance Programme,
- the Rotary District Governor of the Australian District sponsoring each Volunteer,
- the Rotary District Governor in the recipient country that a team will be working on the project,
- Rotary Australia National Insurance Company,
- District Insurance Officers of all sponsoring Districts.

Travel Policy Covid 19 Exclusion

- Benefits are not payable with respect to any loss, damage, liability, Event, Bodily Injury or Sickness directly or indirectly arising from, relating to or in any way connected with the Coronavirus Disease 19 (COVID-19) (or any mutation or variation thereof or any related strain).
- In the Host country if there is a lockdown or required to go into quarantine, there is no cover for any expenses incurred.
- Hotel Quarantine.
- PCR Test (COVID Test).
- If the airlines cancel flights due to COVID, no cover for cancellation costs incurred. Ensure you are booking flexible tickets, so you are entitled to refunds.
- If Rotary International impose another suspension or if Australia imposes a “do not travel ban” prior to their departure but after the tickets are booked.

Travel Advice

- Travellers are advised to check cancellation terms and conditions when booking flights, accommodation etc., to ensure either a refund or credit is available in the event of cancellation or curtailment, as these costs are not claimable under insurance.
- Volunteers must seek advice on the international travel requirements required for all the overseas countries visiting. Seek additional health advice from Federal Government Smart Traveller website. <https://www.smarttraveller.gov.au/>.
- You are encouraged to notify the Department of Foreign Affairs through <https://orao.dfat.gov.au/pages/default.aspx> of your travel dates, passport details and next of kin contact details.



RAWCS Volunteer Team Regional Supervisor Information & Instructions

Child Protection:

Do all volunteers need to be cleared to work with children?

- Yes. RAWCS has a comprehensive Policy on Youth & Vulnerable Persons Abuse that requires all our volunteers to be registered to work with children according to their state of residence.
- The website gives the relevant authority in each state.
- Each volunteer needs to scan their authority to work with children, save it to their computer and upload the completed form to the website.
- Each state of residence is different so please check the information available for each state if you do not have an authorisation to work with children.
- Each volunteer must conform to the policies of Rotary International, RAWCS Ltd and the laws of the state of resident on the protection of children. Full details can be found in the RAWCS Manual – Youth Abuse Harassment Prevention Policy.

The Role of the Regional Volunteer Supervisors

- As the Regional Volunteer Supervisor, you can go to any volunteer application within your Region and make amendments and changes.
- You also can delete a Team Leader and team. A Team Leader can add, amend or delete Team members but not themselves. A Regional Volunteer Supervisor must delete add or delete a Team Leader.
- You can create your own team to experiment with using the site or use a real team if you wish. If you allow a real team to enter their details please ensure that for the time being you also maintain your usual documentation and notifications.
- Team Leaders can enter and delete Team members from their team. The National Co-ordinator & the relevant Regional Volunteer Supervisor are the only ones who can enter or delete a Team Leader. **NOTE - If you delete a Volunteer, you will lose all of the data entered.**
- If you as Regional Supervisor have added a Team that you are listed as a Team Leader or volunteer, you will have to log off and log in again as the Team Leader or volunteer to enter your details.

RAWCS Volunteer Team Regional Supervisor Information & Instructions

What does the Regional Volunteer Supervisor have to do to finalise a Team?

When the Team Leader has contacted the Regional Volunteer Supervisor to announce that their Team Documentation is complete the Regional Supervisor must:

- Go online and check all the team documentation
- The Regional Supervisor must also check and enter the following details for all Team members including the Team Leader.
 - **Project Days** - How many days will the team leader or volunteer be working on the project
 - **Value per Day** – Team Leader or volunteers value per day (based on Commonwealth Salary rates) – filled out by Regional Supervisors only (By clicking on the “i” for information the current recommended rates for volunteers are displayed)
 - **Travel Costs** – Realistically estimate the total cost of the team leader or volunteers travel, accommodation and food for this trip to work on this project in AU\$

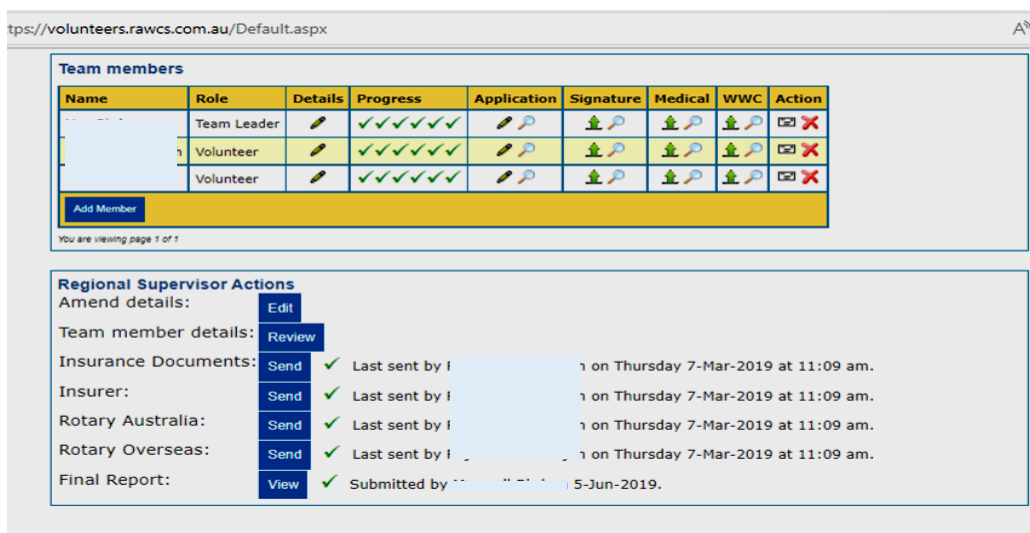
If this is not completed the notification emails cannot be sent

Once satisfied that all information is correct and complete you can go to the Team List and show the Team. From the Regional Supervisor Actions section, you can send the notification emails to:

1. Send the Rotary National Insurance Policy information and Emergency Assistance card to all volunteers.
2. Notify the Rotary Insurer of the Team Details.
3. Notify the District Governor in Australia sending the volunteers (Also notifies the District RAWCS Chair, District Insurance Officer, Regional RAWCS Chair, Regional RAWCS Secretary, and National Project Coordinator).
4. Notify the District Governor of the Overseas Country.

NOTE: every time you submit a notification, an email will be sent, so please do not send multiples unless you are requested to do so.

A screen shot of the Regional Supervisor Actions section is shown below:



Team members

Name	Role	Details	Progress	Application	Signature	Medical	WWC	Action
	Team Leader		✓✓✓✓✓					
	Volunteer		✓✓✓✓✓					
	Volunteer		✓✓✓✓✓					

Add Member

You are viewing page 1 of 1

Regional Supervisor Actions

Amend details: [Edit](#)

Team member details: [Review](#)

Insurance Documents: [Send](#) ✓ Last sent by f on Thursday 7-Mar-2019 at 11:09 am.

Insurer: [Send](#) ✓ Last sent by f on Thursday 7-Mar-2019 at 11:09 am.

Rotary Australia: [Send](#) ✓ Last sent by f on Thursday 7-Mar-2019 at 11:09 am.

Rotary Overseas: [Send](#) ✓ Last sent by f on Thursday 7-Mar-2019 at 11:09 am.

Final Report: [View](#) ✓ Submitted by f on 5-Jun-2019.



RAWCS Volunteer Team Regional Supervisor Information & Instructions

What must be paid with this application?

- There are no Volunteer Registration Fees.
- You will be required to pay individual airfares, accommodation, living costs and the costs of RAWCS Shirts, Badges & signage that you order.

Note: Donations by a Volunteer for these payment & expenses are not tax deductible.

RAWCS Logo / Branding

- Use of RAWCS logo must be in accordance with the current branding design. Information on the current logo can be obtained from the RAWCS National Communications Manager national.comms@rawcs.org.au

The on-line application form and uploads must be completed by every Volunteer on the team not less than two weeks before the date of departure.