



# Parent Volunteer Opportunities 2017

Parent volunteers offer a huge resource and support base for the school community while demonstrating to our children the importance of participating in the larger community.

Macquarie College greatly appreciates our wonderful volunteer helpers and recognises the invaluable contributions they make to the running of our school.

Volunteering at Macquarie College can provide a great opportunity to meet and socialise with other parents. It is also a great way to show your children that you take an interest in their education, and this sends a positive message that you consider school a worthwhile cause.

Below are opportunities Macquarie College offers. Please indicate where you can help, it can be as little or as much as you like! Simply complete and return the below form to Student Services and someone from the College will contact you to discuss the opportunities and provide further details.

Name: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Student Names: \_\_\_\_\_ Class: \_\_\_\_\_

Do you have a Working with Children Check?  Yes (Provide details)  No (See back of form)

WWCC No: \_\_\_\_\_ Exp. Date \_\_\_\_\_ Date of Birth \_\_\_\_\_



**\*Please note: All volunteers require a verified Working with Children Check.\***

Application is **FREE** for a volunteer.

**To obtain this, please follow the process on the back of this form.**

**Canteen**

Days per term available?  Weekly  Fortnightly  Monthly  Once a Term

Preferred days in the week: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Is there someone you would like to do Canteen with? \_\_\_\_\_

I am available to be called in at short notice on these days:  Mon  Tue  Wed  Thu  Fri

**Assist Junior School Class Teachers** (reading, covering books etc.)

**Assist Support Department** (resource making – can be done at home)

**Parent & Teacher Association** (Fundraising, Spring Fair, Mother's & Father's Day Stalls)

**I have a business that would like to contribute to College fundraising activities**

**Business Name:** \_\_\_\_\_

**Other** (let us know how you can help!) \_\_\_\_\_

I am available to be called in at short notice on these days:  Mon  Tue  Wed  Thu  Fri

# How to apply for the Working with Children Check

A new Working with Children Check (WWCC) took effect on 15 June 2013.

All volunteers in schools from January 2014

will need to obtain the new WWCC for child protection purposes.

***Please note that you cannot volunteer with children until this process is completed***

The Working with Children Check application is **FREE** for a volunteer.

The working with children check and declaration is required by all volunteers in order for you to work with children in any capacity.

**To obtain your WWCC, please follow the instructions below:**

An online form must be completed for this check.

Please go to: <https://wwccheck.cyp.nsw.gov.au/Applicants/Application>

**COMPLETE THIS FORM ONLINE AND THEN PRINT THE APPLICATION RECEIPT.**

You will receive an application number similar to this e.g. (APP1234567).

**THEN to complete your application you must** attend a

NSW Motor Registry or Government Access Centre

to verify your identity according to a 100 Point check.

(A list of acceptable documents can be obtained from the College Office).

Once the process is completed, you will receive a letter from the "Office of the Children's Guardian" with your WWCC number and expiry date, usually within 48 hours of application.

**A copy of this letter (with your WWCC number) must be provided to the College Office to verify your eligibility, prior to commencement of your volunteer role.**