

Capes 4 kids Australia Inc. TM is a nationally registered not for profit charity and registered with the ACNC (Australian Charities & Not for Profit Commission).

The charity has a subclass of PBI (Public Benevolent Institution) and holds Detectible Gift Recipient status (DGR) endorsed by the Australian Tax Office (ATO).

As a charity we are a legal entity that is recognised as an incorporated organisation which is accountable and transparent. Our members continue to play an important part in building and running our organisation.

HOW DO I JOIN?

You've already taken the first step! Here are the next ones:

1. Fill out and sign the attached pages.
2. Post OR Email them to the C4KA Secretary (Address below)
3. Download the Pattern and Sewing Guidelines from our Seamstress Facebook Page - found in the Files Section.
(You are not required to be added to the FB Group, but, it will make it easier to be involved in C4KA!)
4. Please note, our pattern is a Registered Pattern to this charity and cannot be used for other applications, fund raising or gifting.

If you have any questions regarding membership or becoming a volunteer for our organisation, please contact;
capess4kidsaustralia@gmail.com

Before sending, please check you have everything you need, signed and dated where indicated, then post to us at -

Capes4kids Australia Inc.
The Secretary
5 Van Dieman Ave
Summerhill TAS 7250

Or

Email: capess4kidsaustralia@gmail.com

Completed Capes are mailed to:

Billie Drewe
Distribution Manager
Capes 4 Kids Australia
6 Coolabah Street
Ettalong NSW 2257



Application to join Capes 4 kids Australia Inc.™

I, of
wish to become a Volunteer of Capes 4 kids Australia Inc.™

I agree to be bound by the rules of the Association, including the policies and procedures outlined in the bylaws of the Association. These include, but are not limited to;

- a. Code of Conduct
- b. Non-disclosure Agreement

I understand and agree to the following;

- I accept that Capes 4 kids Australia Inc.™ is not liable for any damage to person or property.
- Any costs I incur in my role as a Volunteer is at my own expense, unless otherwise agreed to in writing by a board member of Capes 4 kids Australia Inc.™

As required under the Associations Incorporation Act, my name and address as stated above must be recorded in a register of Members and Volunteers, only available for inspection by members of the Board. If I wish to limit access to my details, I will notify the secretary within the next 14 days.

Details

Name:	
Address:	
Phone No.:	
Email:	

Where did you hear about Capes 4 kids Australia Inc.™?

Why do you want to join Capes 4 kids Australia Inc.™?

What can you bring to Capes 4 kids Australia Inc.™?

There are many roles and duties that our volunteers are able to assist with. These fall in to two main categories: Please tick which of the following you are interested in:

- ☐ SEAMSTRESS
- ☐ FUND RAISING
- ☐ GATHER MATERIALS / OTHER (please specify)

.....

Acknowledged:

Date:

ORGANISATIONAL CODE OF CONDUCT

Capes 4 kids Australia Inc. TM requires all volunteers (Board members, Directors, Managers, Members, Representatives, Seamstresses and Administration) to adopt and follow this Code of Conduct.

- Volunteers will treat colleagues with respect, courtesy, fairness and good faith.
- Volunteers will respect the right of clients to privacy, and will similarly respect the confidences shared by colleagues in the course of their professional relationships and transactions.
- Volunteers will not practice, condone, facilitate or collaborate with any form of discrimination on the basis of race, colour, gender, sexual orientation, age, religion, national origin, marital status or other conditions or status.
- Bullying, harassment or any form of demeaning behaviour or communications will not be tolerated.
- Volunteers will protect and enhance the dignity and integrity of their work and **Capes 4 kids Australia Inc.** TM and their programs,
- Volunteers will remain proficient in their practice and the performance of their duties and will not undertake work beyond their capacity or competence.
- Volunteers shall disclose any personal relationships that may present a conflict of interest.
- Volunteers who have responsibility for engaging and evaluating the performance of other volunteers will act in a fair, considerate and just manner, performing evaluations on clearly enunciated criteria.
- All volunteers are bound by both the ethical and legal aspects of confidentiality, and will be required to sign a non-disclosure agreement.
- Volunteers will not accept money from members of the public without written permission
- All volunteers who receive any, but not limited to, donations of fabrics/cottons/Velcro will make capes from the donated items as per their purpose.
- All donated items to volunteers remain the property of **Capes4kids Australia Inc.** TM
- Volunteers will not use the assets of, nor exploit their relationship with, **Capes4kids Australia Inc.** TM or their programs for personal benefit or gain

Consequences for Breach of Code of Conduct

Breaches of the Code of Conduct or the Code of Ethics are considered to be very serious and severe disciplinary action (which may include termination of engagement and/or referral to relevant authorities) may arise, following appropriate investigations.

Breaches of Code of Conduct by service users is also considered a serious matter and may also lead to withdrawal of services, where inappropriate conduct towards volunteers and/or other service users is of a serious nature and/or ongoing. It may also lead to referral to appropriate authorities following initial investigation by management.

NON-DISCLOSURE AGREEMENT

This Agreement is made between **Capes 4 kids Australia Inc.** TM and individuals. The parties agree that:

- That all information (including drawings, specifications, resources, tools, patterns, strategy / policy / procedural and other information), communications internally generated (i.e. Facebook) are received in confidence and shall not be disclosed to any other party (organisation, group of people and / or individuals) unless appropriately authorised by the **Capes 4 kids Australia Inc.** TM Board.
- Volunteers are required to adhere to privacy laws, information encountered in their volunteer role. This may include names or information of members of the public / children.
- Volunteers are required to follow the processes and policies as directed by the management team.
- If there are any concerns regarding the processes or activities of the organisation, the Board Members are the first point of call. Each volunteer is asked to email their concerns to the above email address.
- All tangible information, including drawings, specifications, resources, tools, patterns, strategy / policy / procedural and other information developed by or for **Capes4kids Australia Inc.** TM remain the property of the organisation.

Acknowledged:

Date:

www.capes4kidsaustralia.com.au

Email: capes4kidsaustralia@gmail.com