

HOW TO BECOME A SYCAMORE TREE VOLUNTEER

The steps to become a Sycamore Tree Volunteer.

1. Present a current WORKING WITH CHILDREN card noting the UCA 130 Lt. Collins St. Melbourne as the organisation.
2. Be familiar with the **“Information and PD for Prospective Volunteer”** document.
3. The Prospective volunteer attends an interview with the Sycamore Tree manager. The Volunteer is given the **Sycamore Tree Volunteer Document – Banyule Network of UCA.**
4. Upon being accepted the Volunteer signs the **Sycamore Tree Volunteer Document – Banyule Network of UCA.**
5. The Sycamore Tree Manager informs the Banyule Network’s contact for WWC of the new Volunteers details for recording on the WWC database.
6. The Sycamore Tree Manager records and stores Volunteer information on the Sycamore Tree Volunteer database.
7. The volunteer will complete a PowerPoint Volunteer training session conducted by the Sycamore Tree Manager or a representative.
8. The volunteer will complete the UCA Volunteer Induction on the online portal of the UCA.
9. The volunteer will complete the Safe Church Training module within 6 months of becoming a volunteer.
10. When a Volunteer leaves the Sycamore Tree, the Sycamore Tree manager will inform the Banyule WWC contact to remove the details from WWC database.
11. The Sycamore Tree Manager will adjust the volunteer database to reflect the volunteer as not current.