

MELBOURNE FOOTBALL CLUB 2014 VOLUNTEER AVAILABILITY FORM

Title: Given name: Surname:

Postal Address

Suburb: State: Postcode:

Home contacts: Telephone:

(Email):

Business contacts: Telephone:

(Email):

Mobile Phone:

Person for the Melbourne Football Club to contact in the event of an Emergency:

Name:..... Phone/Mobile.....

Please amend/complete the above details.

When is the best time to contact you (please tick the relevant box/s)

Mobile

☐ 9 a.m. to 8.30 p.m.

☐ Never

☐ Other.....

Home

☐ 9 a.m. to 8.30 p.m.

☐ Never

☐ Other.....

Work

☐ 9 a.m. to 5 p.m.

☐ Never

☐ Other.....

What is your preferred email address (please tick the relevant box)

☐ Home email

☐ Business email

In order to reduce our costs, we're hoping to communicate with our volunteer network via email as much as possible. If you *don't* have an email address please provide an email address below of a friend/relative/fellow MFC volunteer or supporter who would be able to receive emails from us on your behalf and that would pass on a copy of the email/information to you.

Friend/relative/fellow MFC volunteer or supporter Email Address:.....

Family Day is on the Sunday 16th February 2014 at Luna Park. Volunteer assistance at Luna Park is very limited but there may be assistance requested for Raffle Tickets sellers and also Show bag packers prior to the day. Anyone who has ticked assisting at Family Day or Show bag packing on this form please return your Availability Form by 3rd February 2014. You will need a VIT card or Working with Children Check Card (see over). We will advise the Club to confirm with you the week before Family Day, if you are required to assist.

For all other activities please return your 2014 Availability Form by 7th March 2014 so that we can contact you to assist the Melbourne Football Club when opportunities that you have indicated arise. In 2014 we will again only be contacting those Volunteers who have returned their 2014 Availability Forms.

Please return completed pages 1 to 2 to:

" Melbourne Football Club Volunteers"
c/- PO Box 198
Diamond Creek Victoria 3089

Given Name:

Surname:

Please **tick** the boxes that you would be interested in providing Voluntary assistance to the Melbourne Football Club

Membership Assistance (e.g. scarf redemption)

- ☐ NAB Challenge Game – 14/2/2014
☐ Etihad Night – Round 1
☐ MCG Day
☐ MCG Night

Raffle Tickets (selling)

- ☐ Dudley's Raffle
☐ Other Raffles

Events (assisting)

- ☐ **# 16/02/2014 Family Day (Luna Park)**
 (please tick exact days of availability below)
 (# - Need VIT card or Working with Children Check card)
☐ Show bags (indicate days below)
 *☐ Mon 10/02/14 *☐ Tue 11/02/14 *☐ Wed 12/02/14
 *☐ Thurs 13/02/14 *☐ Fri 14/02/14
☐ **# Childrens' Clinics** (same requirement as Family Day)
☐ Other Events

General Assistance

- ☐ Demon Army – run through
☐ Casey Demons

Interstate /Groups

- ☐ Indicate State:
 Eg: Western Demons etc

- ☐ Indicate Group:
 Eg: Demon Army, Casey Demons etc

Volunteers Committee

- ☐ Assist with maintaining Volunteers Website including preparing articles
☐ Interested in joining the Volunteers Committee

Telephone Call Centre (making calls)

Monday Tuesday Wednesday Thursday Friday
 (Please tick days you are generally available)

- | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> From 10 a.m. to 4 p.m. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> From 6 p.m. to 8.30 p.m. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Merchandise (Demon Shop)

Monday Tuesday Wednesday Thursday Friday
 (Please tick days you are generally available)

- | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> From 10 a.m. to 4 p.m. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|

Administration in MFC

Monday Tuesday Wednesday Thursday Friday
 (Please tick days you are generally available)

- | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> From 10 a.m. to 4 p.m. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> From 6 p.m. to 8.30 p.m. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Ms Word | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Ms Excel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> MS Word mail merging | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Mail outs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Routine tasks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ALL Melbourne Volunteers are required to have a "Working with Children Check Card or VIT Card" which must be carried with you at all times. (Refer to Volunteers Section on the Melbourne Football Club Website).

Please advise the following details of your "Working with Children Check Card/VIT card No.

VIT Card No.....Working with Children Check Card No.....

Expiry Date of card.....

Please confirm that you have sent a copy of your current card to the Club as requested in the attached/enclosed letter. YES ☐ / NO ☐

Please tick the box if you do not have either of these cards ☐