



Volunteer Accreditation — Plain Language Guide

Authorisation

Authorisation: District Governor Name:	[Insert Name]
District Governor Signature	
Date	[Insert Date]
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Next scheduled review	May 2028

Welcome — and thank you

Our youth programs only happen because people like you put your hand up. Before you can join us on a program, there are a few things we need you to sort out so we can keep the young people in our care safe. None of it is hard — most people knock the lot over in an evening. If you get stuck, email your Youth Protection Officer — that's the Club Youth Protection Officer (CYPO) for a club program, or the District Youth Protection Officer (DYPO) for a District program such as RYPEN. We'd much rather help than have you give up.

A note on what this guide is. This is the friendly version. The formal document is the *Child Safety and Wellbeing Procedure: Volunteer Accreditation*. If anything here and the Procedure disagree, the Procedure wins — but we've done our best to keep them in step.

Step 1 — Get a Working with Children Check (WWCC)

If you don't already have a current Victorian WWCC, this is the first thing to do. It's free for volunteers and takes about ten minutes online.

- Go to <https://www.vic.gov.au/working-with-children-check>.
- Choose the Volunteer Check (free) — not the paid Employee Check.
- **When asked who you'll be volunteering with, enter:** Organisation: Rotary District 9815 | Address: PO Box 215, Rosebud VIC 3939 | Phone: 0418 515 864 | Email: governance@rotary9815.org.au
- Verify your identity and upload a photo (a selfie in good light is fine).
- Your card arrives by post in a couple of weeks. Photograph or scan both sides and email to governance@rotary9815.org.au, with your Youth Protection Officer copied.

Already have one? If it's current and lists Rotary District 9815, just send us a copy. If it lists a different organisation, you can add Rotary District 9815 free of charge through the same portal.

Step 2 — Fill in Form F8

Form F8 is the Rotary Youth Volunteer Information and Declaration Form. It confirms you're happy to be screened and lets us check your suitability with three referees. We'll send it to you with this guide.

- Fill in every section. If something doesn't apply, write "N/A" — don't leave it blank.
- **For the three referees:** no more than one can be a Rotarian or Rotaractor, and none can be a family member. Pick people who've seen you work or volunteer with young people if you can — teachers, sports coaches, employers, community leaders all work well.
- Sign and date the bottom.
- Email the signed form to your Youth Protection Officer and copy governance@rotary9815.org.au.

Step 3 — Give your referees a heads-up

Once we have your F8, your Youth Protection Officer will phone or meet each of your three referees and record the conversation on Form F9, the Rotary/Rotaract Volunteer Information Reference Check Form. It's a quick conversation, usually around fifteen minutes. To make sure your referees are ready:

- Let each referee know we'll be in touch. Nobody likes a surprise call from a stranger asking personal questions.
- Tell them roughly when to expect contact — we usually call within a week of receiving your F8.

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- Let them know it's about your suitability to work with young people on a Rotary youth program.

What happens next

Once your WWCC and F8 are with us, your Youth Protection Officer completes the referee checks on Form F9 and adds you to Form F10, the Register of Youth Workers. The responsible body — your sponsoring club's board for a club program, or the relevant District committee for a District program — then accepts the register at its next meeting before the program runs. We'll confirm by email when you're all set, and your Program Convener will take it from there.

How long does this take? Plan on around two weeks. The WWCC usually comes back within about a week, and the referee checks take a few days. If your program is coming up soon, please get cracking on the WWCC application today — it's the longest lead-time item.

Your checklist

Tick these off as you go. When all three are ticked, you're done.

- ☐ I've applied for (or already have) a current Victorian Volunteer WWCC listing Rotary District 9815, and I've sent a copy to governance@rotary9815.org.au.
- ☐ I've completed and signed Form F8 — every section filled in, three suitable referees nominated — and emailed it to my Youth Protection Officer and governance@rotary9815.org.au.
- ☐ I've given each of my three referees a heads-up that the Youth Protection Officer will be in touch.

Who to send things to, and who to ask

What	Where it goes
WWCC card (front and back)	governance@rotary9815.org.au , copying your Youth Protection Officer.
Signed Form F8	Your Youth Protection Officer, copying governance@rotary9815.org.au .
Questions about anything on this page	Your Youth Protection Officer — the Club Youth Protection Officer (CYPO) for a club program, or the District Youth Protection Officer (DYPO) for a District program such as RYPEN. Contact details are with your Program Convener.

Thanks again for putting your hand up. We can't run our youth programs without volunteers, and the young people who come through them remember the people who showed up for them for a long, long time. We're looking forward to having you on the team.

Appendix A — Version History

The table below records the version history of this Plain Language Guide. This Guide is a derivative of its parent Procedure; the parent Procedure's own version history table is the substantive audit record. The current authorisation block is at the front of this Guide.

Version	Date	Changes	Authorised
1.3	15 May 2026	Authorisation block added at the front and Version History appendix added at the back, matching the suite convention applied to the substantive documents. Previous PLG versions are not retroactively captured here; the parent Procedure's version history records the substantive evolution of the suite.	B.Rogers
1.4	15 May 2026	Suite-wide cross-reference rule change. All hyperlinks pointing at sibling suite documents removed; each cross-reference now appears as the document title only, plain text with a light-grey placeholder highlight, indicating where a working link will be inserted once the District website hosts the suite. Working external URLs (legislation, Service Victoria, Rotary International learning, rotary.org/dei , rotary9815.org.au/privacy) are unchanged. The body-text parenthetical filename references that previously sat beside each cross-reference have been removed; the Registry of CSW Documents (in preparation) is the canonical record of filenames and versions across the suite.	B.Rogers