



FRIENDS OF THE FESTIVAL VOLUNTEERS

ROSTERING AND REGISTRATION FEE TERMS AND CONDITIONS

REGISTRATION FEE:

- \$25.00 registration fee, applicable only to the Friends of the Festival (at this point).
- Volunteering with Friends of the Festival is highly sought after, with many new applications turned away every year.
- Funds will go towards covering the cost of the Volunteer Insurance and other minor associated costs including Software, OHS, and Administration. Also new or replacement volunteer tees where required.
- Along with the reuse of the Volunteer Tees introduced in 2024, attempting to make the FoF Portfolio cost neutral
- Preferred option, rather than lessening the number of volunteers and increasing the hourly requirement to achieve the above.
- Gives a degree of confidence in the commitment of current and new volunteers when preparing the rosters.
- Payment of the Registration fees will serve a dual purpose in guaranteeing the regular returning volunteers that their name remain on the “active” list for the opportunity to be selected for the following year also, and somewhat of a commitment from the new applications that their interest is genuine.
- The Registration fee is nonrefundable, should a volunteer withdraw or become unavailable for any particular reason after accepting an offer the fee will be retained, and the volunteer shall remain on the active list and retained for the following year.
- The Registration is only payable once an offer of a volunteer position is offered to you, and forms part of the acceptance process.

Volunteering Roles:

- It is imperative that all instructions are read prior to your volunteering and followed accordingly to fulfill your obligation in volunteering and not jeopardize any future volunteering participation.
- Whilst you are indeed a volunteer, under the Workcover and OH&S act the relationship and responsibilities between both yourself and PFFF are the same as any other Employee and Employer arrangement.
- Your present employment, interests and skills are also beneficial in assisting to place you in a spot which best meets your skill sets. The more information that is provided in new applications the better.
- Please also include any particular Certificates or Qualifications you may have ie RSA, WWC, Security etc that may be helpful.
- I have also attached a “Code of Conduct” which must be accepted by yourselves.

Rostering process and timelines:

- Round 1 offers: End of September

From the current Friends of the Festival list the first core group of volunteers from the various areas are selected. An email will be sent offering of a spot within their usual area of work, or a choice where possible, or as required. There will be 3 weeks in which to reply and pay the Registration fee to secure your spot. This gives you time to arrange leave and accommodation etc where necessary.

As replies come in names are penciled into the draft rosters.

- Round 2 offers: End of October

As per round one, choosing the next group of volunteers to top up the various rosters where required as the programming schedule and layout preparations continue to emerge and evolve. Similarly, giving the same 3 weeks in which to reply.

- Round 3 offers: November/early December

Online applications will open, and from those new applications and the balance of volunteers on the Friends of the Festival list, the last remaining vacancies will be filled. (In subsequent years round 3 will also be when returning volunteers who were not retained on the list from the previous year will reapply via the online applications.)

General information:

- Finalisation of Rosters: this cannot occur until well into the New Year, after the Programming Schedule and Arena Layout are completed. Final rosters are then sent.
- The acceptance of any offer and payment of the membership fees guarantees a volunteering position for only the current year.
- Any volunteer that does not receive an offer in any particular year, thus not paying the fee, will need to reapply via the online application for the following year.
- There will no guarantee of an offer to any particular volunteer, from either the current Friend of the Festival list or new application.
- Despite at times the appearance of an overabundance of available volunteers online applications will always be opened each year. This allows returning volunteers the opportunity to reapply, and the opportunity for new and sometimes very experienced volunteers to join or rejoin the ranks.