



Reference Form for LYQ Volunteer

The applicant below has applied to be a volunteer leader on an LYQ camp or event.

Please answer the questions below using extra paper if necessary.

Thank you for assisting us by providing this important information.

Applicant Name: _____

Referee Name: _____

Phone: () _____ Mobile: _____

Relationship to Applicant: _____

*(A referee **cannot** be a family member of the applicant)*

1. How long have you know the applicant?
2. Please comment on the applicant's gifts and skills that would make them suitable to lead/or care and take responsibility for the safety of children and young people?
3. Please give a brief description of the applicant's personality and character?

4. In your view, what are the applicant's:
 - a) Strengths?
 - b) Weaknesses?
5. How do you think the applicant would respond to working:
 - a) Under a team leader?
 - b) As a member of team?
 - c) With members of the opposite sex?
6. How strongly would you recommend this applicant to assist/lead in our camping/event ministry?

<input type="checkbox"/> Not at all	<input type="checkbox"/> Recommend
<input type="checkbox"/> With reservations	<input type="checkbox"/> Strongly Recommend
<input type="checkbox"/> Don't know/Can't say	
7. To the best of your knowledge, is there any reason the applicant would be considered unsuitable to work with children and young people?
8. Any other comments that may assist us in determining the applicant's suitability?

Referee's Signature: _____ Date: _____

Please send the completed form to: Lutheran Youth of Queensland
PO Box 1535
Milton Qld 4064

(Or return to the applicant for them to return with their application form)



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VOLUNTEER CODE OF CONDUCT AND DECLARATION

As a volunteer for LYQ, I (name) _____

1. Will read any training and legal documentation given to me, which may include:
 - a. LYQ Leadership Material,
 - b. Child Safe (Duty of Care & Risk Management) Handbook,
 - c. LCA Sexual Abuse Policy information,
 - d. Any legal requirements involving safety & insurance;
2. Will attend full training events in preparation for my attendance at any LYQ camps or events;
3. Accept and agree to work in accordance with LYQ's values, beliefs & working principles as outlined in LYQ leadership and training material;
4. Will treat all people with respect and dignity regardless of age, gender, religious/cultural denomination or personal circumstances;
5. Accept and agree to work in accordance with LYQ's Safety and Care policies;
6. Accept responsibility for duty of care for participants in the program;
7. Understand that any perpetration of verbal, emotional, physical or sexual abuse or harassment is unacceptable and will be treated seriously and sensitively;
8. Will act with courtesy, consideration and good judgment in all interpersonal relationships;
9. Will not use LYQ to promote my own, or a particular denominational or religious belief, behavior or practice where these are not the practicing ethos of LYQ or the Lutheran Church of Australia;
10. Will contribute to the cost of my time on camp (*including (but not exclusive to): meals, accommodation, programming costs, etc.*), with the price being determined by LYQ.
11. Will not engage in any illegal activity or assist persons engaged in illegal activities;
12. Will respect the authority of leaders over me and act in accordance with their directions;
13. Will notify LYQ if there is any change to my 'Positive Notice Blue Card' status, and I allow LYQ to request the status of my 'Positive Notice Blue Card' through the Children, Young People and Child Guardian Commission.

I agree to abide by the above code of conduct and declaration. I understand that failure to comply with these conditions will result in disciplinary action which may include termination of voluntary employment.

Signature

Date



LUTHERAN YOUTH
OF QUEENSLAND

Volunteer Leadership Application Form

CONFIDENTIAL

This form is to be completed by any person wishing to be a LYQ volunteer.

Once your application is completed please forward to:

**Lutheran Youth of Queensland
PO Box 1535
Milton Qld 4064**

Once your application has been approved it will be valid for **3 years**.
(*Except for any yearly or updated screening processes required by the government*)

All applications will be treated in the strictest of confidence.

LYQ agrees to support its volunteer leaders for its events & camping ministries.

LYQ will educate and train their volunteers in their duties, in the area of responsibilities, safety & care, & sexual abuse policies to the best of its ability.

Personal Details: *(Please complete every space)*

Full Name: _____

Address: _____

_____ Post Code: _____

Phone: Home: _____ Mobile: _____

Email: _____

Date of Birth: ___ / ___ / ___ Gender: Male / Female Marital Status: Single / Married

Occupation: _____

Congregation: _____

LYQ encourages all leaders to be regularly worshipping within a Christian community.

LYQ encourages all leaders to have people praying for them while in their leadership positions at an event.

Do you have any mental or physical health issues that LYQ should be made aware of? Yes / No
If 'Yes', please provide details: _____

Queensland Government Requirements:

All volunteers with LYQ **MUST** comply with Queensland legislation in the area of working with children under the age of 18 years.

Are you in possession of a current 'Positive Notice Blue Card'? Yes / No

Please note: LYQ will not accept any volunteer who does not meet Queensland legislation requirements in relation to 'Positive Notice Blue Cards'.

If you answered 'Yes', please provide your Positive Notice Blue Card number and expiry date:

Card No: _____ / _____ Expiry Date: ___ / ___ / _____

If you answered 'No' please indicate which of the following options applies to you:

- I am currently applying for a 'Positive Notice Blue Card'.
I submitted my application on (date) ___ / ___ / _____
(Submissions for your Positive Notice Blue Card can be made either through LYQ or your congregation).
- I am exempt from a 'Positive Notice Blue Card' because I am under 18
- I am exempt from a 'Positive Notice Blue Card' Reason: _____

Blue Card Website: <http://www.ccypcg.qld.gov.au/employment/bluecard/applications.html>

Reference Forms for LYQ Volunteer:

Two reference forms must accompany your **LYQ Volunteer Application Form** for your application to be considered.

At least **one** referee must be your congregational Pastor or Youth Leader/Worker or Deacon/Elder. No referees can be a member of your family

Please indicate below who you have asked to be your referees:

1. _____

2. _____

Ministry/Leadership Experience:

Briefly outline any previous experience with LYQ, congregation or other significant youth camping and/or events, including leadership experience: _____

What motivates you to work with and alongside young people? _____

What do you consider to be your personal strengths, gifts and skills? _____

Training Information:

Have you attended ChildSafe training? Yes / No If yes (date): ___ / ___ / _____

Do you currently hold a Senior First Aid Certificate? Yes / No
If yes, date of training: ___ / ___ / _____

Do you hold a 'Follow Work Hygiene Procedures' (Food Handling Certificate)? Yes / No
If yes, date of training: ___ / ___ / _____

Have you undertaken any other safety training? Yes / No
(ie. Surf Life Saving, Bronze Medallion, Occupational Workplace Health and Safety, etc)
If yes, please state: _____