

Off-campus activities Volunteer information sheet

SCHOOL/DEPARTMENT: _____

Details of Volunteer	
Name:	
Address:	
Phone number:	
Emergency contact	
Name:	
Address:	
Relationship:	Phone:
Details of activity	
Date(s):	
Location(s):	
Monash student/staff member present (name):	
Declaration	
Declaration: I have volunteered to accompany the Monash University student/staff member named above on the activity as specified. I have been informed of the risks involved in doing this work and have read the relevant risk assessment(s). I have been informed of the risk controls that have been implemented and I agree that I will comply with the risk control measures to the best of my ability. I have read and will comply with the following university procedures: University Policies & Procedures: - Behaviours in the Workplace Procedure - Student General Misconduct Procedure - Student Complaints Procedure - Staff and Student Travel Policy - o Staff Travel Procedure - o Student Travel Procedure - o Leading Student Group Travel Procedure OHS Procedures - Alcohol Risk Management Procedure - OHS Risk Management Procedure	
Sign-Off	
Signature of Staff/Student/Guardian: Date:	

The information on this form is collected for the primary purpose of enabling you to undertake the off-campus activity. Your personal information may be disclosed to a third party involved in the activity and in the event of an emergency. You have a right to access personal information that Monash holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Monash University Privacy Officer by email dataprotectionofficer@monash.edu.