



# Volunteer Info



An Information guide for people considering  
Volunteering with Puddle Jumpers Inc

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# Purpose

**Congratulations & Thank you for registering your interest to volunteer on a camp! Our camps rely on people like you being a part of them to make camps great!**

Every camp is different, but they all rely on everyone attending to do the best they can to work together as a team... To make the camp the best we can for you, the other volunteers and the children & young people attending we have put together this guide to assist you.

If you have any questions, concerns or worries that aren't covered in this book feel free to contact Puddle Jumpers Inc.

The volunteer info guide has been developed to assist volunteers in their decision to volunteer on a camp with Puddle Jumpers Inc. (PJ's)

In this guide PJ's will briefly describe general information about the organization, its aims & objectives and policies and procedures.

Please note this guide is not the same as the Organisation's policy & procedures manuals, although extracts from these manuals may be provided and contained in the volunteer info guide. You will have direct access to all Puddle Jumpers Inc policies and procedures manual during your involvement with PJ's & receive additional information relevant to policy and procedure alternations and items directly related to your participation. Such updates can be housed, for reference in this volunteer info guide.

If you have any questions with regard to the contents of the volunteer info guide or any other matters affecting your participation with Puddle Jumpers Inc., please discuss with the Chief Executive Officer or Camp Manager on Camps.



# Puddle Jumpers..

Puddle Jumpers is a non profit, non-government organisation committed to responding to the social development needs of society's most vulnerable children and young people; priority of our work is reserved for children who do not live with their birth parents.

We believe all kids matter, and deserve the right to engage in happy and fun experiences in their life.

Puddle Jumpers Inc provides camps, day activities and other support programs to children, young people and families who may otherwise not get such opportunities.

Essentially the camps are about providing children with opportunities to reach their full potential. We do this to provide an environment that is inclusive and encourages participation, friendship and trust. The fostering of relationships is encouraged through the provision of one on one monitoring and care during the young person's time on camp.



Puddle Jumpers Inc targets children and young people: (priority of placements is reserved for children who do not live with their birth parents.)

aged between birth to - 15 years, males & females (children aged under 5 must be accompanied by an adult / carer/guardian while attending services).

who would not otherwise be afforded the opportunity for recreational camps/ summer holiday experiences

who may be 'at risk' or experience 'disadvantage' associated with:

- low socio economic background
- academic or social difficulties at school
- trauma associated with family breakdown
- alienation from their families or familiar environment (eg. live in foster care)
- challenging behaviors
- difficulty initiating or maintaining appropriate relationships

# Aims & Objectives...

## Jump over puddles:



We aim to empower children to recognise and express their individual abilities, interests, and talents, and to provide each child and young person with a transformative opportunity to grow and develop their own capacities and competencies.

We aim to build resilience in kids to enable them to believe in themselves, to believe that anything is possible and help them 'jump over puddles' that they have in their own lives.

## Jump in all the puddles

We aim to enhance community cohesion, promote social inclusion, and encourage respect and tolerance for social diversity.

We aim to provide opportunities for self-challenge and development and facilitate opportunities for new learning in a fun and safe atmosphere.

We aim to share the happiness and adventure of being children and young people, and simply encourage kids to be kids, to 'jump in all the puddles'.



## The Ripple Effect

We aim to provide opportunities for volunteers (especially young adults) to be involved in their community and open their hearts to the wonderful world of helping others.

We aim to provide volunteers with training, support and opportunities to expand their own development, promote social awareness, social compassion, and social leadership. Encouraging our volunteers to develop a social partnership to enhance both their own lives

and the lives of the children and young people they engage with.



We aim for volunteers to understand and value, the impact that their actions and hearts can have on others in the community, especially those in need, thereby enhancing young adults' sense of social community, interaction and belonging.

# Aims & Objectives...

## We will do this by:

- Providing recreational and educational residential camps for kids
- Providing volunteer positive mentors for kids on camps
- Providing volunteers (especially young adults) with the opportunity to volunteer and gain experience in the human services sector
- Promoting positive concepts of self worth through the challenges and involvement in relationships and activities
- Enhancing volunteers personal development skills
- Ensuring that all volunteers receive adequate training and screening checks to optimise the experience of camp for all involved
- Having high ratios of volunteers on all camps and activities
- Enhancing volunteers' social leadership skills
- Promoting healthy lifestyle practices through policies such as sun smart and healthy eating
- Expanding children and young people's aspirations and visions of themselves
- Providing leadership development opportunities for volunteers which contribute towards building individual self confidence
- Enhancing children's skills to facilitate positive self-determination and empowerment
- Facilitating social engagement opportunities, which encourage the development of empathy and compassion for those less fortunate.
- Working from a strengths based approach; enhancing and building on existing strengths and capacities

## We are committed to:

- Ensuring we meet the needs of kids and volunteers participating in our programs
- Ensuring we are an open, honest, and transparent organisation
- Ensuring the highest standards of safety and ethical behaviour to protect children
- Enhancing the opportunities for development of our staff and volunteers
- Ensuring we support the rights of the child and act to ensure a child safe environment is maintained at all times

# Child Protection Statement...

Puddle Jumpers Inc aims to create an enjoyable environment for all accessing our services.

We are committed to the safety and well being of all children, young people and families.

We support the rights of the child and will act to ensure a child safe environment is maintained at all times. The protection of the children and young people, who are temporarily entrusted in the care of Puddle Jumpers Inc, from abuse and neglect, is the responsibility of all paid employees and volunteers.

We also support the rights, well being and responsibilities of our staff, volunteers, contractors and supporters and encourage their active participation in building and maintaining a secure environment for all participants.

All volunteers receive training in Child Safe Environments, reporting child abuse and neglect training program, and have access to a Child Protection Officer on each camp or activity who is specifically there to assist with concerns and notifications related to abuse and neglect.





# Camps...

We run week long camps usually over school holidays as well as various weekend or mini camps throughout the year. Generally, camps are run with different themes, and targeted towards different 'groups' i.e. Girls aged 5-10 years or Respite boys & girls aged 5-15 years. Each camp will be advertised and promoted to our networks, agencies and notice boards.

Various day activity and/or camp sites are used, the main campsite we use is based at Clayton Bay, a little over 1 hour drive from Adelaide, making it a perfect location to feel like 'you've gone away on holidays', it boast lake frontage and it's a part of a wonderful local community, it's an ideal spot for our camps!.

Activities vary dependent upon the target group and are designed to enhance participation, appreciation and a feeling of successfully achieving something. Many activities are group activities, so everyone gets a chance to engage and be part of the winning team. This helps them to appreciate others, help each other and understand the concept of teamwork. This facilitates the recognition of talents and abilities by children.

On many occasions, more than one activity is planned to cater for every unique child's needs. It is ensured that all children are engaged at all times. This ensures all children develop self worth and skill sets when undertaking activities. Every camps activities differs, based on the needs and the interests of the groups we are servicing, as well as the available resources.

Each camp aims to offer opportunities such as social interaction, developing relationships, fostering self-esteem and self-worth development and enhancement of skills and knowledge. This is undertaken through activities such as swimming, team sports and games. This ensures we build positive relationships with the young people through equality, respect and friendship while displaying appropriate role modeling at all times.





# Who attends camp...

There are 2 main groups of people that come on Puddle Jumpers Inc Camps... The volunteers & the children/young people.

**The volunteers:** These are people like yourself who are volunteering for a variety of reasons, but most often it is the desire to make a difference in the lives of children & young people or to fulfill placements for their studies or both.

Volunteers come to Puddle Jumpers Inc through facebook, twitter, schools, universities, Tases, or other online/print advertising sources, as well as this they are coming to us through friends or family members.

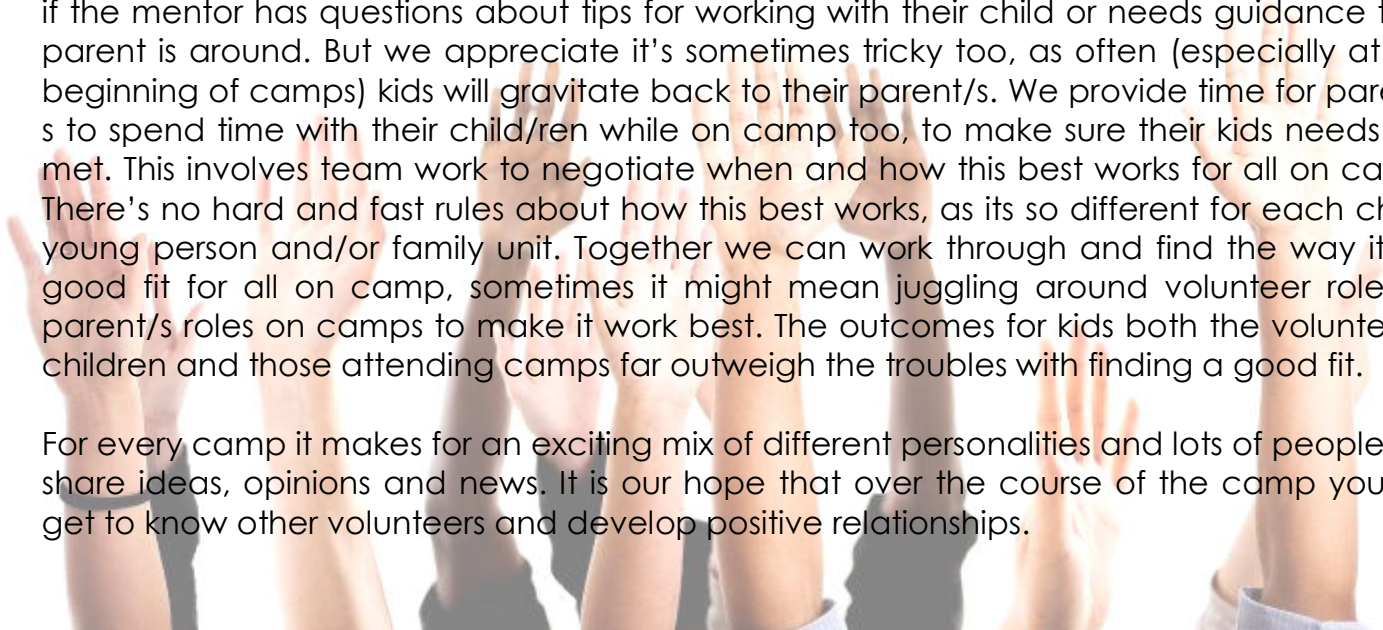
The age of our volunteers is mostly young, with majority of volunteers being 16 to 30 years of age, but there are also volunteers right through into their 70's.

Any one camp can see volunteers that know each other through, or family members or study together and a lot of volunteers that don't know a whole lot of others on camp.

Generally, our volunteers are not professionals or experts in education or working in the welfare sector. Usually camps see a number of volunteers that are experienced in volunteering on camps, and a number of volunteers that are new to the experience, every person's experiences, knowledge and skills are valued and are a needed part of camps.

There are some camps where families or a parent volunteer on camp. This is a balancing act for everyone. The children on camp blend in with the clients on camp and are treated the same as all the children on camps. This means that children of volunteers are also allocated a mentor volunteer and are placed into a coloured team on camp. Their parent/s are also placed into other roles on camps to enable both the children and the parents and opportunity to experience camp. As their parent/s are on camp it means that if the mentor has questions about tips for working with their child or needs guidance their parent is around. But we appreciate it's sometimes tricky too, as often (especially at the beginning of camps) kids will gravitate back to their parent/s. We provide time for parent/s to spend time with their child/ren while on camp too, to make sure their kids needs are met. This involves team work to negotiate when and how this best works for all on camp. There's no hard and fast rules about how this best works, as it's so different for each child/young person and/or family unit. Together we can work through and find the way it's a good fit for all on camp, sometimes it might mean juggling around volunteer roles or parent/s roles on camps to make it work best. The outcomes for kids both the volunteer/s children and those attending camps far outweigh the troubles with finding a good fit.

For every camp it makes for an exciting mix of different personalities and lots of people to share ideas, opinions and news. It is our hope that over the course of the camp you will get to know other volunteers and develop positive relationships.



# Who attends camp...

**The children/young people:** These are children, young people & families that live all over Adelaide.

Children/young people and/or Families are referred to our services for a variety of reasons, these include;

- Our first priority is for Children that do not live with their Birth Parents (this includes; Grandparents, Uncles, Aunts or other relative care, Children that are under guardianship of the minister, children that live in foster care, or are adopted)
- Never had a holiday
- Social difficulties (they don't have a lot of friends, or don't know how to make friends, or a targeted for bullying)
- Family separation (single parents/blended families, custody battles)
- Behaviour difficulties (children that have ADD, ADHD, ODD, aggression, anger management)
- Children/young people/Families that are effected by a range of issues (such as domestic violence, alcohol, drug addiction, socio economic disadvantage, abuse, disability or mental illness)

**Above all most of the children and young people that we provide our services to need to spend some time with some positive role models.**

Our program works so well because the children and young people know that there are people like you who want to spend time with them, that value them and believe in them.

Never underestimate the power of spending time with someone, wanting to hear what they think or have to say and believing in them and the good they can do.

You will hear more details about the participants coming on each particular camp later on, as part of the pre camp gathering/training.



# The Mentor Role...

It is important to know why you are here, ultimately you are here to create a safe, fun and healthy environment where children and young people feel comfortable.

Comfortable to do many things:

- To express their emotions
- To share their stories
- To look at their life from a different perspective
- To build relationships
- To develop skills or ways to cope
- To address issues if appropriate
- To relax
- To enjoy themselves

It is not to say it is your job to ensure all of these things happen, but it is your role to help create an atmosphere that will allow these things to happen.

Therefore, if you want the children to gain maximum satisfaction from the camp, it is important to establish a relationship with the children/young people as well as the other volunteers attending.



This starts with the Pre-Camp volunteers gathering before camp to meet the other volunteers attending, get to know one another and talk about the camp ahead.

On Camp, you are there to support, trust and respect the children and young people. It is different to being a teacher, a nurse or parent. You are not those things but you are a mentor. This is a very privileged and special role.

It is important to remember that you are also an adult. The implications of this is that you must look after the welfare of the children and young people, and not seek your own gratification at the kids' expense. Therefore, you must use your judgment and work as a team member with other volunteers.

Over the course of the camp you will be matched up with a child /young person (occasionally you may be assigned more than one child). It is your role to meet the child/ren and families as they arrive for the buses or at the campsite. This helps the process run smoothly, as you will be able to greet children arriving and ease the transition for parents/carers and the children/young people.

On camp your role will include ensuring that the child/ren matched up with you have a place to sleep, eat sufficiently, get involved in activities, oversee their gear, and ensure they wash. You may also develop the role of confidant, so it is important to be open to this.

If you feel you need assistance, don't be scared to ask! The Leadership Team have a range of experiences and skills—please ask them.

Other functions you may have to perform include:

- Listening
- Apply sunscreen in vast quantities
- Telling Team Leaders you need a break
- Be prepared to wipe away tears
- Laugh
- Get up in the mornings
- Go to bed and get some sleep
- Get out deliberately in cricket and lose games (but don't lose all the time!)
- Swim (or get in the water anyhow)
- Tell jokes, act silly, sing songs
- Do craft activities
- Do sports and outdoor activities
- Help out with meal preparations
- Help out with setting up/packing up an activity
- Do the dishes
- Dorm duty



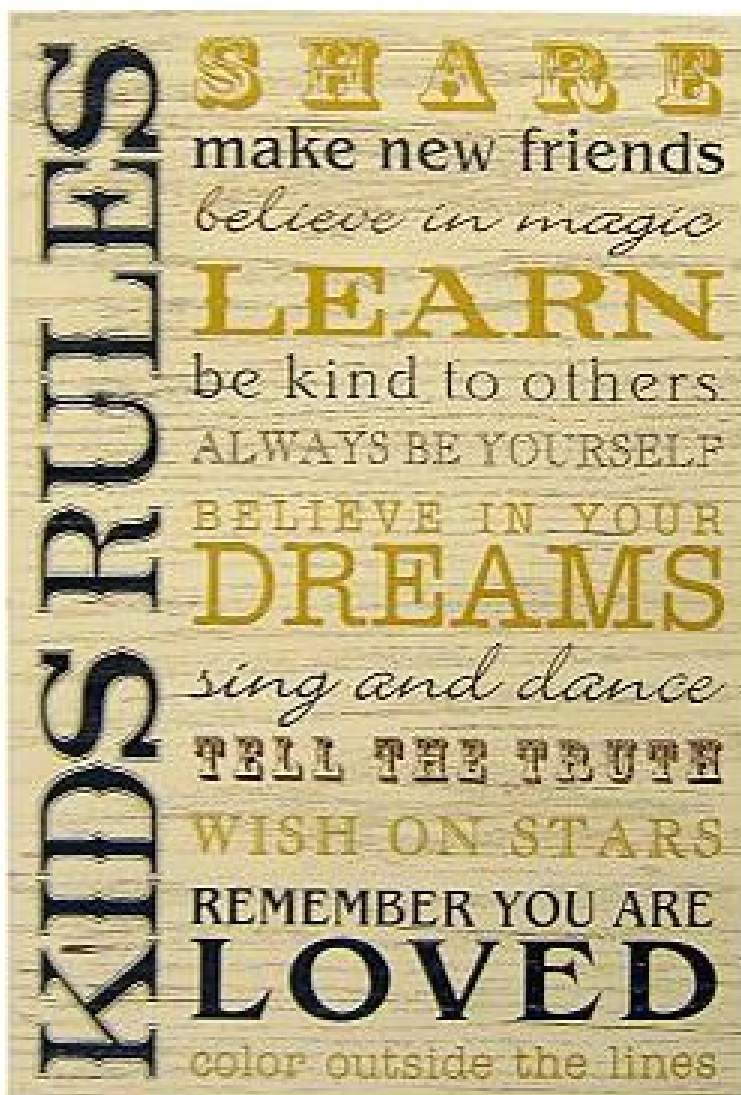
We don't expect you to know how to do all these things, at the pre camp meeting/training we'll give you more info about lots of these things and we'll make sure there's plenty of people around who've done them before so we can all work together to make camp a great experience!

# Kids Code of Conduct

At the beginning of each camp, the Camp Manager will facilitate a conversation with children and volunteers attending camp, to encourage clients to write up their "Code of Conduct" for Camp.

The Code of Conduct for kids helps to explain their rights and responsibilities when taking part in Puddle Jumpers' activities. For this to work, kids need to be able to develop the codes for themselves, with our assistance.

Codes of conduct for kids have been shown to be a great exercise to help them develop their own sense of fair play and mutual respect. When kids 'own' the code they will be more likely to protect and support it.



An effective code of conduct for kids:

- Is discussed and debated by kids;
- Addresses matters that are important to kids;
- Is age appropriate;
- Has been developed collectively;
- Is in simple language;
- Is accepted as fair and reasonable by kids and adults; and
- Is widely promoted;

Although each camp the code of conduct varies which caters for the ages and abilities of the various clients attending camps; it generally follows a set format and covers a minimum range of topics/issues.

The code of conduct for kids may cover issues like how to treat each other and adults in the group, how to deal with problems and accidents, how to make choices and decisions.



# Safety...

Each child on camp is accompanied by at least one volunteer at all times (we have a 2 volunteers at any one time rule too, so this means that if there is a volunteer with a child by themselves they must be within eye/ear shot of at least one other volunteer at all times).

Volunteers wear name tags for easy identification. We try to make sure that every child on the camp is and feels safe. No one is allowed to enter the camp site without prior permission. All volunteers have interviews, police and reference checks undertaken before attending camp. Child Safe Environment training is also undertaken by all camp volunteers.

Prior to the camp, all volunteers have pre-camp sessions where the Program Coordinators explain the camp activities and instructs on handling special situations. The Camp Manager briefs volunteers on the clients (children/young people attending the camp) and any special care that a child requires. This helps the volunteers to create a good rapport with children/young people as they arrive at the camp.



We have a policy which volunteers are made very aware of the importance of following it, whereby, Volunteers are not allowed to swap personal details with children or to breach confidentiality. Communication between children and volunteers must only be conducted through Puddle Jumpers Inc. This includes social media networking sites such as Facebook, Twitter, My space, etc as well as emails. This is to protect both the children/young people and the volunteers involved in our services.

On all camps there are Child Protection Officers and First Aid Officers, with all First Aid Officers holding Senior First Aid Certificate. If a volunteer, through the course of an interaction with a child, discovers any signs of abuse or neglect, the volunteer will report this to the Child Protection Officer for further action. First Aid Officers collect and administer children's medicine as specified through doctor's prescriptions, provided by the children's parents or carers. First Aid kits are also taken on all camps.



# Sleeping Arrangements

- All adults (workers/volunteers) will sleep in a separate room, cabin, or tent to children/young people
- No adults (workers/volunteers) may sleep alone in a room, or in the same bed, with a Child/young person
- In the event that Puddle Jumpers Inc is using a facility that does not lend itself to this practice, a minimum of two (2) adults (workers/volunteers) per sleeping area must occur and worker to children/young person ratios must be maintained.
- Separate room, cabin, or tent for boys and girls, the exception to this is sometimes when we have siblings on camp and they (and their parents/guardians give permission) request that they sleep in the same dorm, in which case we will try to accommodate this and they will be given a dorm separate from other children on camp
- Children/Young People are not allowed to visit other rooms, cabins, or tents
- Dorms are used for sleeping and changing only, exception for this might be if a child needs space from other children/ the camp group then they may be able to spend time in the dorm alone for a period of time throughout the camp.



At the conclusion of each night's activities on camp the Coordinators will generally set a time for all Children and Young People to go to bed. There will be volunteers allocated to each dorm (a minimum of 2 volunteers per dorm) to help children/ young people settle for sleep. This will usually involve settling activities (age appropriate) such as reading stories, patting on the back, or on occasion to encourage children to be silent to allow for others to sleep if it's late and other strategies have been tried. This helps children/young people settle more easily and more rapidly and it also assists with identifying and assisting with any difficulties children/young people might have with settling, feeling homesick, etc. as well as it being a positive experience rather than a strictly lights out and no talking policy for bed time routines.

Once most of the children in the dorm have settled to sleep then, volunteers will move to nightly review meeting. There will be volunteers (usually 2-3, rostered shifts) allocated each night to dorm duty to ensure children are checked on and are safe while they are sleeping.

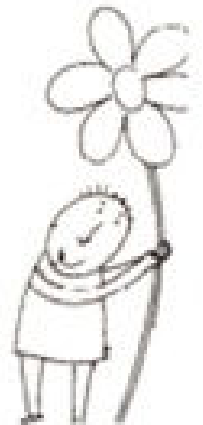
# Positive Behaviours....

Rules and expected forms of behaviour are made clear to children and young people when they join a Puddle Jumpers camp or activity and are presented in age appropriate formats. They are the guidelines by which behaviour will be measured and acted upon. Many children will react negatively to forms of discipline which are similar to those they have encountered at school or home. The Mentors' role is to be as creative as possible when dealing with situations when they arise or to intervene to prevent them arising in the first place.

Volunteers play a significant role in maintaining discipline on camps and in activities.

**'We all have the right to feel safe all the time'.**

**'Nothing is so awful that you can't talk with someone about it'.**



## **The Basics of Puddle Jumpers Inc Behaviour Management**

- Creating an environment that is predictable.
- We believe that discipline means guiding the child/young person towards self-control and self-direction; it can never be reduced to the mere enforcement of a set of rules
- We see our task not so much as curbing misbehavior, but rather as promoting constructive and positive behaviour
- We believe all human beings (obviously including all clients and volunteers) have a right to be treated with respect and dignity
- We see the development of a healthy self-concept in children as a major pre-requisite for sound discipline
- We believe the constructive discipline grows out of a warm child / mentor relationship
- We accept responsibility along with home and community, for helping our children to develop socially acceptable behaviour
- Create an environment that does not attack the integrity of the individual. It is the behaviour that is bad, not the person.
- Create an environment based on respect and consistency (make sure we are all on the same page – we all follow the group norms and help to assist participants to do the same.
- Provide a consistent and positive role model for the participants to follow.

# What to expect...

**As the old cliché goes, expect the unexpected. Every camp is different, there's different kids, different volunteers, different teams, different activities so no one camp will be the same...**

However, some standard things to expect are:

- The Children not willing to go to bed or to sleep
- A feeling of 'What am I doing?'
- To get really tired
- To do things you don't always want to do
- To get emotional
- Children to become attached to you
- Get lots of hugs
- Children that want to share their stories
- Children that don't want to talk at all about anything
- Children cheating in games
- Children getting upset at you trying to create a level playing field
- To love spending time with the children
- To connect with other volunteers on different levels

**H** = Have  
**O** = Only  
**P** = Positive  
**E** = Expectations

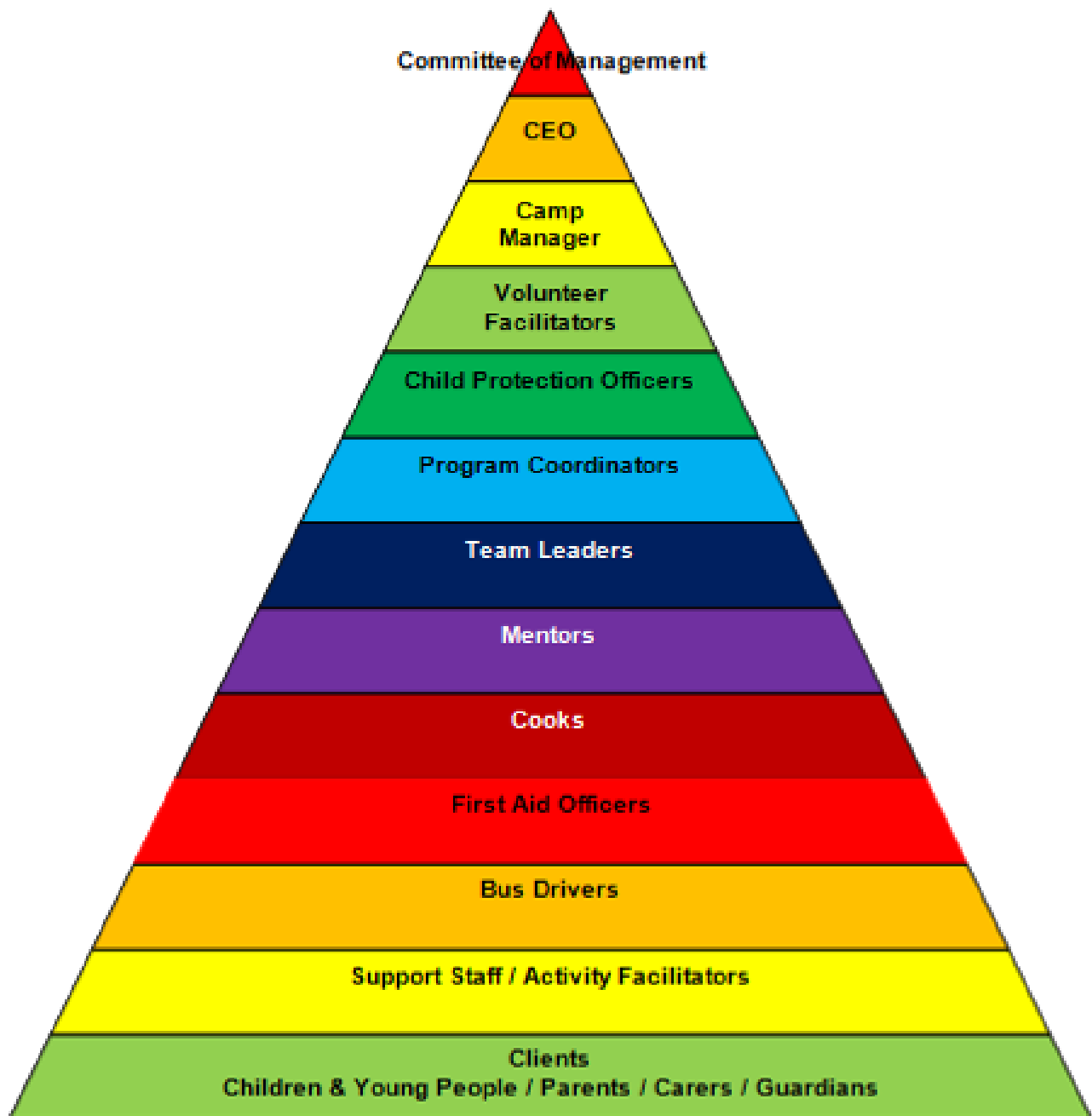
# What not to expect

- Do not expect a holiday
- To find life's answers on camp
- To feel in control at all times (if at all)
- To get to know everyone on the camp as well as you'd like to
- To have your clothes not get dirty (paint/crafts)
- To look after lovely, well behaved children
- The Children to automatically love you
- To enjoy all the camp activities (remember they're planned for the children)
- Funny jokes and/or laugh the entire camp
- Children to open up straight away (or at all) about their stories



- To win any games
- To eat exotic foods
- To get lots of sleep
- To have much time to yourself

# Camp Structure...



# Other Camp Roles...

A brief run down of each of the other roles on camps looks like this;

- **The Camp Manager:** the buck stops here—the person who we all complain to, silently congratulate and turn to for extra guidance or support.
- **Volunteer Facilitators:** these are the lovely people there for the Mentors, to listen to, to talk to, to ensure that everyone is doing ok. They also run the nightly review meetings
- **Child Protection Officers:** assists with making child protection reports and anything related to child protection issues.
- **Program Coordinators:** keeps the camp program running smoothly.
- **Team Leaders:** ensures leaders in their group are getting breaks, they know where all the kids in their group are and that their doing ok too.
- **Kitchen Staff / Cooks:** cooks yummy meals for us breakie, lunch & tea
- **First Aid Officers:** administer First Aid for everyone and supervise medication administration for participants
- **Activity Facilitators:** the people that facilitate an activity on camp, they may have other roles on camp or they may attend the camp to just run an activity.
- **Support Staff:** Support staff fill in lots of gaps and may help with breaks for mentors, may help in the kitchen, may help with setting up activities, or running nightly debriefs, they're there just to jump in where they're needed to lend a hand
- **Visitors:** helpers who come to run activities, or simply to say hello.
- **Parents Liaisons** - *\*only on camps where they are parents/carers attending\**. These are the people that are there for the parents/carers to make sure their activities happen, they have what they need, and to make sure they are listened to, supported throughout their camp experience.

There may be others running around the camp, who may look important, and they might be, but all Puddle Jumpers Camp people should have a name tag on so you know who they are. This is an important reason why you should keep your name tag on all the time and encourage the children/young people to as well.

You can check who's in what positions by reading the team list on the display board on camp... (we'll go over the Camp Team at each Pre Camp too).





# Some important rules

It is important to remember that these children are just that—children. And they need responsible adults to look out for their welfare, we are there to make decisions and take actions that will benefit their welfare, which may differ from pleasing and entertaining them. To take so many children on camp is great fun—but there are also lots of risks and dangers involved.

- Always ensure children are not wandering off on their own
  - That they have hats and sunscreen on
  - Sleep is very important, so be firm when it comes to putting the children to bed
  - Food, glorious food. Make sure they are eating enough
  - Make sure that everyone showers as often as necessary
  - Try to ensure when doing any activity, there are at least two volunteers, to ensure safety for everyone
  - If you see children being picked on, or other not OK behaviour please talk with the children about this
  - No smoking in front of the participants (smoking area will be provided away from the children)
  - No drinking alcohol or drugs during the camp
  - No swearing, or discussing inappropriate topics/issues with kids
  - Remember at all times, we are the role models—model appropriate respectful, tolerant behaviour at all times.
  - No using mobile phones in front of participants
  - No leaving the camp site without good reason and letting the Camp Manager know

EVERYONE IS WELCOME  
ONLY USE KIND WORDS  
SHARE EVERYTHING  
NEVER, EVER HIT  
SAY PLEASE AND THANK YOU  
BE SILLY AND LAUGH A LOT  
USE YOUR IMAGINATION  
TRY NEW THINGS  
CLEAN UP AFTER YOURSELF  
TELL THE TRUTH  
DON'T THROW TOYS  
TAKE TURNS  
SAY YOU'RE SORRY  
PLAY FAIR  
ONLY COLOR ON PAPER  
WATCH TV LESS, READ MORE  
DON'T TATTLE  
MAKE MUSIC AND MEMORIES  
HAVE FUN

\* We'll cover more of the do's and don'ts and offer some helpful tips and guidelines as part of the pre-camp meeting/training.



# What to bring...

- ☑ Comfortable and cool clothing (remember this must be appropriate- no names, inappropriate slogans and no singlet or tank tops)
- ☑ Some warm clothing (jacket/jumpers, etc. as the nights and the mornings can be quite cool)
- ☑ Pillow and Sleeping Bag (or doona and sheets)
- ☑ Bathers and Towel
- ☑ Closed in comfortable shoes eg. Sneakers. (Please ensure you bring at least 2 pairs)
- ☑ Hat and sunscreen
- ☑ Toiletries (soap, shampoo/conditioner, toothpaste) and towel
- ☑ Torch
- ☑ Thongs (for showering)
- ☑ Any food items you require for dietary reasons (Puddle Jumpers cannot always provide for volunteers individual dietary requirements) Please bring any food clearly labeled as outlined in the attached letter
- ☑ Ear plugs if you are a light sleeper
- ☑ Any medication you may require including paracetamol, soothers etc.
- ☑ Nibbles and/or snack to share with the other volunteers (please no nuts)
- ☑ To keep costs low we would like you to help us out by bringing **one or more of the following items:** (please no nuts)
  - 👍 Long life milk
  - 👍 Bottle of cordial
  - 👍 Box of cereal
  - 👍 Packet of muesli bars
  - 👍 Tinned Spaghetti/Baked Beans
  - 👍 Tinned Fruit
  - 👍 Bag of Pasta



A friendly reminder to not bring valuables to camp. Puddle Jumpers Inc will not accept any responsibility for any lost, stolen or damaged items.

# Sign up to volunteer

So, you've had a read of this info guide and now you're keen to volunteer?

Follow these steps...

1. Fill in and return the 'Volunteer Application Form' (make sure you list at least 2 referees for us to contact).
2. If you don't already have a National Police Certificate, please follow the steps in this info guide to submit a national police check form
3. Gather any copies of your certificates you have that are relevant (food handling, police certificate, Child Safe Environments, others?)
4. Together with copies of your certificates and/or your police check form, get the application to us.  
Email them to  
OR  
post a copy of it to Puddle Jumpers Incorporated,  
21 Maple Avenue Forestville SA 5035

Any questions or concerns feel free to contact us Ph: 0400 999 349 or email us  
[puddlejumper@jumpinallthepuddles.org](mailto:puddlejumper@jumpinallthepuddles.org)

Once we have your form we'll contact you to make a time to meet up for a meeting to talk about the next steps!




# Police Check

## STEP BY STEP HOW TO COMPLETE A NATIONAL POLICE CLEARANCE

Applicants are encouraged to complete an online form rather than a hardcopy form and then attend the police station with the completed form and 100 Points ID.

1. Go to the SAPOL website [www.police.sa.gov.au/sapol/home.jsp](http://www.police.sa.gov.au/sapol/home.jsp)
2. Click the 'Services' tab
3. Select 'Information Services' tab
4. Select 'Police Checks' tab
5. Download the PD267 form (or click this link to automatically download it [Police check application form PD267 \(PDF 1.34MB\)](#)) and fill in all the relevant details, as demonstrated below. Click into each area and start typing your details. If the form has not been completed, you will not be able to print it.


**OR** alternatively you can obtain a printed blank copy from a police station.



## South Australia Police

# National Police Check Application

Please complete page 1 of form [online](#) before printing. \*Denotes mandatory field  
Enquiries: Information Services Branch (T) 08 7322 3347 - GPO Box 1539 Adelaide SA 5001



### APPLICANT DETAILS

Family Name\*

T A T E

First Given Name\*

M E L A N I E

Other Given Name(s)

P E T R I N A

Specify Other Name Type      Maiden ☐      Previous ☐      Alias ☐

Other Family Name

Other First Given Name

Current Residential Address\*

2 1    M A P L E    A V E N U E

[Print Form](#)

Note: if you have more than one previous name, list on a separate sheet and attach to application

6. Print the completed application, and check that you have 100 points of original identification (refer to details below or as printed on the form)

<b>PROOF OF IDENTITY (100 Point ID - at least one form of ID from Category A required)</b>					
Applicant to present <u>original ID documents + photocopy</u> for certification. Please provide <u>ID in one name</u> otherwise proof of name change is required (i.e. Marriage Certificate, Deed Poll).					
<b>CATEGORY A</b>	<b>POINT VALUE</b>	<b>CATEGORY B</b>		<b>POINT VALUE</b>	
<input type="checkbox"/> Passport (current or expired within 2 yrs but not cancelled)	<b>70</b>	<input type="checkbox"/> Public Service Employee ID Card	<input type="checkbox"/> Centrelink Card	<b>40</b>	
<input type="checkbox"/> Birth Certificate (not Extract)		<input type="checkbox"/> Tertiary Education ID Card	<input type="checkbox"/> Veteran Affairs Gold Card		
<input type="checkbox"/> Citizenship Certificate		<input type="checkbox"/> Firearms Licence	<input type="checkbox"/> Security Licence (OCBA)		
		<input type="checkbox"/> Mortgage Documents	<input type="checkbox"/> Land Title Records	<b>35</b>	
		<input type="checkbox"/> Proof of Age Card	<input type="checkbox"/> Motor Vehicle Registration		
<input type="checkbox"/> Driver's Licence (including foreign licence)	<b>40</b>	<input type="checkbox"/> Medicare Card	<input type="checkbox"/> Seniors Card		
		<input type="checkbox"/> Council Rates Notice	<input type="checkbox"/> Electoral Enrolment Card		
		<input type="checkbox"/> Insurance Renewal (not Health Insurance)	<input type="checkbox"/> Rent Records (< 6 months old)	<b>25</b>	
		<input type="checkbox"/> Bank Statements (cannot be used if Credit/Bank/Debit card is from same account)	<input type="checkbox"/> Proof of name Change (e.g. Deed Poll, Marriage Certificate)		
		<input type="checkbox"/> Bank/Credit/Debit Cards (maximum <u>two</u> cards from different institutions)	<input type="checkbox"/> Utility Accounts (only one < 6 months old)		
Value of Points = _____					

**\* SEE NEXT PAGE FOR FURTHER INSTRUCTIONS...**

7. Get your application and 100 points of ID certified by:

Attending a police station with your:

- Completed application form
- 100 Points of original Identification
- Photocopies of 100 points of identification (for certification)

OR See a Justice of the Peace with your:

- Completed application form
- 100 Points of original Identification
- Photocopies of 100 points of identification (for certification)

The South Australian Police (SAPOL) or the Justice of the Peace will then:

Witness your signature on your application form

Certify your 100 points of identification

Complete the authorisation section of your application form

8. Then send (or hand deliver) your completed application together with certified copies of your 100 Points of ID to Puddle Jumpers Incorporated (21 Maple Avenue, Forestville SA 5035) for the VOAN section to be completed. The application will then be forwarded to the records of release unit for processing.

Application will be sent to:

Information Services Branch  
Records Release Unit  
South Australia Police  
PO BOX 1539  
ADELAIDE SA 5001

9. SAPOL will then process your request usually within 10-15 working days. Certificates will then be sent to your residential address.

10. When you have received your National Police Certificate, please post or hand deliver your original certificate to the Puddle Jumpers Inc offices for citing. Your original certificate will be returned to you as soon as possible.

Any questions or concerns please contact Puddle Jumpers Inc via email [puddlejumper@jumpinallthepuddles.org](mailto:puddlejumper@jumpinallthepuddles.org) or via phone 0400 999 349. Alternatively you can contact SAPOL directly on phone: (08) 7322 3347 or via email: [SAPOL.records@police.sa.gov.au](mailto:SAPOL.records@police.sa.gov.au)





# Our Supporters...

Puddle Jumpers Inc is extremely lucky to have such wonderful people from the community and business sector supporting our work... We thank them for their generous donations and their continued support of our work.





# Contact us

Puddle Jumpers Incorporated



21 Maple Avenue  
Forestville SA 5035

Ph 0400 999 349



PuddlejumpersSA

## Are you on our email list?



Our services and events of interest are advertised directly to volunteers via email alert. If you would like to be added onto this list to ensure you receive information about our services please;

Send an email to

[puddlejumper@jumpinallthepuddles.org](mailto:puddlejumper@jumpinallthepuddles.org)

With: **Please add me to the volunteer contacts**

Include : **Your name & your email address.**



## Committed to helping kids



Empower  
Recognise  
Opportunities  
Children  
Growth  
Develop  
Resilience  
Possibilities



## Jump over puddles



Community  
Cohesion  
Youth  
Respect  
Learning  
Inclusion  
Challenge



## Jump in all the puddles



Volunteers  
Fun  
Adventure  
Training  
Support  
Compassion  
Leadership  
Belonging



## The Ripple Effect...



Find us on  
**Facebook**

**PuddlejumpersSA**

[www.jumpinallthepuddles.org](http://www.jumpinallthepuddles.org)