

### **Volunteer recruitment**

1. Volunteers are being recruited by the Collection Centres, which has been granted the permission to hold the public charitable collection during 27<sup>th</sup> Grand Finale.
2. The Chief of the Collection Centre can run volunteer recruitment process by:
  - 2.1 using *iwolontariusz.wosp.org.pl* website
  - 2.2 using Database: *sztaby.wosp.org.pl* (registration can take place on the premises of as Collection Centre only)
  - 2.3 using a *TOKEN*, which should be passed to the volunteer or to the volunteer coordinator at the Collection Centre, who will pass them on to individual volunteers. Volunteers can use their individual *TOKENS* to register in their Collection Centre online.
3. Each Collection Centre can choose recruitment method.

### **Volunteer registration**

4. Volunteer can be registered in the Collection Centre by:
  - 4.1 using *iwolontariusz.wosp.org.pl* website. Adults should register and choose their Collection Centre, while underage volunteers should be registered by their legal guardians or parents;
  - 4.2 using *sztaby.wosp.org.pl* website. The Chief of Collection Centre can register volunteers, based on questionnaires prospective volunteers are required to fill in. Model questionnaires, which contain information what data is required in the registration process, are available online.

**Please note that the model questionnaires are not equivalent with registration forms generated from the system.**

5. Volunteers, who have been registered online (*iwolontariusz.wosp.org.pl*) are required to visit the Collection Centre in person in order to verify the data entered into the online form and sign the agreement, committing to pass on all the funds collected on the day of the Grand Finale to the charity.
  - 5.1 If the data entered by the volunteer contains mistakes, the Chief of the Collection Centre can edit the information upon request from the volunteer. ID picture, submitted by the volunteer, must to be approved by the team at the Foundation, while the Chief of the Collection Centre is required compare the picture against the volunteer's likeness.
  - 5.2 Volunteer's application is approved by the Chief of the Collection Centre, who can reject an application without stating the reason for doing so.
  - 5.3 Chief of the Collection Centre appoints the date of the applicant's visit to the Collection Centre.

6. The deadline for volunteer registration and method of registration is chosen by each Collection Centre individually.
7. Participation in the public collection during the 27<sup>th</sup> Grand Finale is tantamount to the obligation to follow Volunteer Rules & Regulations. Each Chief of the Collection Centre is required to present Volunteer Rules & Regulations to volunteers or let them know where the document can be found online.

#### **Responsibilities of the Chief of the Collection Centre**

8. Chief of the Collection Centre is obliged to inform the Foundation about the end of volunteer registration. The document must be sent by post by 14.12.2018 or delivered in person by 08.01.2019.
  - 8.1 if volunteers have been registered via volunteer's platform – Chief of the Collection Centre is required to present an list, which has been generated through the online system, of all volunteers registered in their Collection Centre as well as a document confirming that all data has been verified;
  - 8.2 if volunteers have registered in person – Chief of the Collection Centre is required to present volunteers' questionnaires issued through the Database as well as a complete list of volunteers
  - 8.3 if volunteers have been registered using both methods – Chief of the Collection Centre is required present a set of documents for each registered volunteer.
9. Documents should be all delivered to the offices of the Foundation as one set. Any additional deliveries might be rejected and not verified by the staff at the Foundation.

#### **Obligations of the Foundations**

10. The Foundation, having verified and checked the documents delivered by the Chief of the Collection Centre, is obliged to print and send the appropriate number of volunteer IDs to each Collection Centre.