

Volunteer recruitment

1. Volunteers are being recruited by the Chief of the Collection Centre, which has been granted the permission to hold the public charitable collection during 26th Grand Finale.
2. The Chief of the Collection Centres can run volunteer recruitment process by:
 - 2.1 using wolontariusze.wosp.org.pl website
 - 2.2 using Database (registration in a given 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 chooses their own recruitment method

Volunteer registration

4. Volunteer can be registered in the Collection Centre by:
 - 4.1 using wolontariusze.wosp.org.pl website. Adults should register and choose their Collection Centre, while underage volunteers should be registered by their legal guardians
 - 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 are available online.

Please note that the model questionnaires cannot be used as a template to issue ID cards for volunteers!

5. Volunteers, who have been registered online are required to visit the Collection Centre in person in order to verify the data entered into the online form and sign the agreement, thus 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.
7. Participation in the public collection during the 26th Grand Finale is tantamount to the obligation to follow Volunteer Rules & Regulations. Chief of the Collection Centre

is required to present Volunteer Rules & Regulations to volunteers or instruct them where the document can be found online.

Responsibilities of the Chief of the Collection Centre

8. Chief of the Collection Centre is required to send or personally deliver to the office of the Foundation a document confirming the end of volunteer registration process by **15.12.2017**.
 - 8.1 if volunteers have been registered via volunteer's platform – they are required to present an online-generated list 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 individually by the Chief of the Collection Centre – they are 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 – they are required to present documents accordingly.
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 Foundation

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 ID cards to each Collection Centre.