



F05 CONFIGURED SUPPORTING DOCUMENT

Volunteer Registration Form

A controlled, editable working derivative for M-T1-CP-22-SD-02.
Complete local facts, approvals and operational evidence before
use.

Release truth. This file is configured for substantive review. It is not approved for public distribution or operational use. Local law, insurance, safeguarding, accessibility, privacy, brand, rights and accountable-owner checks remain mandatory.

Release control

Field	Controlled value
Status	REVIEW — configured derivative; privacy, safeguarding and role-system approval required before collection
Supporting-document code	M-T1-CP-22-SD-02
Exact derivative title	Volunteer Registration Form
Source initiative	M-T1-CP-22 - Community Volunteer Recruitment Event
Source initiative code	M-T1-CP-22
Source initiative title	Community Volunteer Recruitment Event
Initiative disposition	Canonical retained with new title
Canonical parent	M-T1-CP-22 - Volunteer Discovery and Recruitment Session
Canonical parent code and title	M-T1-CP-22 - Volunteer Discovery and Recruitment Session
Named overlay or migration label	Daytime, evening and online modes
Redirect or tombstone route	Permanent title alias from Community Volunteer Recruitment Event to M-T1-CP-22 — Volunteer Discovery and Recruitment Session; retain M-T1-CP-22-SD-02 as the stable asset code
Family master	Playbook_F05_Registration_Contact_Tracking_Master.md
Family / master version	F05 / 1.0
Recorded master SHA-256	1d4fc47ca320db79141cefabdddea504db96e871c731ad7e210086b0e0680a5cd
Authoritative index	Playbook_Supporting_Documents_Master_Index.md v1.1
Configured master variant	Section 18 — M-T1-CP-22-SD-02 Volunteer Registration Form overlay
Derivative version	v0.1

Adaptation note

Use for daytime, evening or online Volunteer Discovery and Recruitment Sessions. Offer only current opportunities with a real purpose, task, location, schedule, time commitment, accessibility, role owner and approved screening/training path. Match each expression of interest to one defined opportunity, acknowledge it within two business days and provide a concrete role, next screening/briefing step or honest progress update within five business days.

Instructions

1. Select one approved delivery mode and opportunity set. Do not publish obsolete or speculative roles.
2. Complete the privacy, safeguarding, accessibility, safety and role-owner review before opening registration.
3. Collect skills or licences only when the selected role genuinely requires them. Do not request evidence copies in this general form.
4. Keep date of birth/age evidence, guardian information, background checks, emergency contact, health information, licence copies and safeguarding records in the authorised specialist process when required—not in F05.
5. Keep expression of interest, role acceptance, screening, training, attendance and membership enquiry as distinct statuses/outcomes.
6. Separate volunteer administration, optional future service updates and membership-information choices; no option is preselected.
7. Close unmatched interests respectfully, record the reason and retain future-opportunity contact only when the approved choice supports it.

Controlled configuration fields

Field	Completion instruction	Evidence
{{ACCOUNTABLE_ENTITY}}	Enter the club or District unit responsible for volunteer intake.	Initiative approval
{{SESSION_NAME}} / {{DELIVERY_MODE}}	Enter the approved public title and daytime/evening/online mode.	Session brief
{{CURRENT_OPPORTUNITIES}}	Insert only current approved role options with stable opportunity codes.	Opportunity register
{{ROLE_INFORMATION_ROUTE}}	Enter the tested route to purpose, task, location, time, access and conditions for each role.	Role briefs and link test
{{NOTICE_VERSION}} / {{PRIVACY_URL}} / {{PRIVACY_CONTACT}}	Enter approved notice, privacy information and correction/withdrawal routes.	Privacy review
{{INTAKE_OWNER}}	Enter the person who validates and acknowledges expressions of interest.	Workflow approval
{{ACKNOWLEDGEMENT_TARGET}}	Enter the approved target; overlay default is within two business days.	Service-level approval
{{DECISION_UPDATE_TARGET}}	Enter the approved target; overlay default is within five business days.	Service-level approval

Field	Completion instruction	Evidence
{{SPECIALIST_TRANSFER_ROUTE}}	Enter the authorised process for safeguarding, screening, credentials and restricted data.	Safeguarding/privacy approval
{{ACCESS_CONTACT}}	Enter the monitored route for participation adjustments.	Accessibility review
{{RETENTION_TRIGGER}}	Enter the close/review/disposal trigger for unmatched or completed intake records.	Retention schedule

Controlled public fields

Public field	Required only when	Control
Preferred name	Every personal expression of interest	Do not require legal name unless later specialist process needs it
One preferred contact route/detail	Acknowledgement and next step are promised	Ask for one channel by default
Selected current opportunity	Every actionable record	Use stable opportunity code/current list
Availability	Required by the selected role	Offer actual dates, shifts or frequency options
Relevant skill/licence statement	Role requires it	Ask whether held and relevant detail only; no document upload here
Access/support arrangement	Person chooses to request it	Ask for arrangement, not diagnosis; restrict access
Role-information acknowledgement	Every expression of interest	Confirm role conditions and next-step process were available
Volunteer-administration choice	Every expression of interest	Covers only this opportunity/application process
Future service-opportunity choice	Optional and approved	Separate, unselected and scoped
Membership-information choice	Person separately requests it	Separate, unselected and not a selection criterion
Notice acknowledgement/date	Personal information is collected	Record notice version and method

Configured volunteer registration form

{{SESSION_NAME}}

Delivery mode: {{DELIVERY_MODE}} **Supporting-document code:** M-T1-CP-22-SD-02 **Collection notice:** {{NOTICE_VERSION}}

Before you register interest

Current opportunity details—including purpose, tasks, location, time commitment, eligibility, access, safety, screening and training steps—are available at {{ROLE_INFORMATION_ROUTE}}. Registering interest does not guarantee placement and does not require Rotary membership.

How we will use your information

{{ACCOUNTABLE_ENTITY}} will use the information you choose to provide to respond about the opportunity selected below and complete the volunteer-administration steps you request. Optional future service updates and membership information are separate choices. Privacy information is at {{PRIVACY_URL}}. For correction, withdrawal or a privacy concern, contact {{PRIVACY_CONTACT}}.

Your interest

Preferred name: _____

Choose one current opportunity: {{CURRENT_OPPORTUNITIES}}

Availability for the actual dates, shifts or frequency shown for that role:

Role-relevant skill or licence, only if requested in the role information:

Do not upload certificates, identity documents, checks or licence copies through this form. The authorised owner will explain any later specialist process.

How we can contact you

Choose one preferred route:

- ☐ Email: _____
- ☐ Mobile/SMS: _____
- ☐ Telephone call: _____

Optional access or support arrangement needed to participate:

Describe the arrangement that would help; a diagnosis is not requested. You can also contact {{ACCESS_CONTACT}}.

Acknowledgements and choices

- ☐ I have reviewed or had explained the role information and understand that further screening, briefing, training or selection may apply.
- ☐ Contact me to administer my expression of interest in the selected opportunity.
- ☐ Optional: I would also like future Rotary service-opportunity updates relevant to this interest.

- ☐ Optional: I would also like information about visiting or learning more about Rotary membership.

Preferred optional-update channel: Email / SMS / Telephone / None

Collection-notice acknowledgement: I have read or had explained the notice above. **Participant confirmation:**
Date: _____

Internal opportunity and action record

Intake ID	Opportunity code	Availability match	Relevant skill indicator	Restricted access/support indicator	Intake owner	Acknowledgement due	Status	Concrete next step/update due
				Yes / No — no details here	{{INTAKE_OWNER}}	{{ACKNOWLEDGEMENT_TARGET}}	New	{{DECISION_UPDATE_TARGET}}

Use {{SPECIALIST_TRANSFER_ROUTE}} for age evidence, guardian details, checks, emergency contacts, health information, credential copies and safeguarding records. Fo5 stores only the minimum transfer indicator and authorised owner.

Status and follow-up controls

Track these as distinct outcomes: expression received; acknowledged; opportunity match under review; waiting on participant; referred to specialist screening/briefing; role offered; role accepted; role declined; unmatched/closed; training completed; attendance recorded; separate membership enquiry.

Release and workflow checklist

- ☐ Canonical title and selected daytime/evening/online mode are correct.
- ☐ Every advertised opportunity is current and has purpose, tasks, dates/frequency, time, access, conditions and an owner.
- ☐ Public fields are minimised; skill/licence questions are role-specific.
- ☐ Restricted safeguarding, screening, credential and health records use {{SPECIALIST_TRANSFER_ROUTE}} only.
- ☐ Volunteer administration, future service updates and membership information are separate and unselected.
- ☐ Digital, private paper and assisted routes show the same notice and role information.
- ☐ Acknowledgement within {{ACKNOWLEDGEMENT_TARGET}} and concrete next step/update within {{DECISION_UPDATE_TARGET}} are staffed and escalated when overdue.
- ☐ Expression, offer, acceptance, training, attendance and membership enquiry remain distinct records.
- ☐ Access/support details are restricted and not copied into general contact lists.
- ☐ Unmatched interests receive a respectful closure and approved retention review.
- ☐ Correction, withdrawal, suppression and no-further-contact routes pass end-to-end tests.
- ☐ {{RETENTION_TRIGGER}} is configured before collection opens.

Review record

Review domain	Reviewer	Outcome / required change	Date
Initiative, mode and opportunity accuracy			
Privacy and data minimisation			
Safeguarding and specialist process			
Accessibility			
System, security and retention			
Follow-up service levels			
Final approval			