



## **Becoming a Volunteer**

**Please send the following Documents (in Word or PDF form):**

- 1) Certified Copy of your Identity Document
- 2) One page document outlining any experience, if any, working with children and/or in children's media.
- 3) One page motivation letter explaining why you would like to join RX Radio as a volunteer.
- 4) Your Curriculum Vitae
- 5) Three referees and their contact details

### **Outline of Process**

Once you have submitted all the required documents you will be contacted for an interview and you will thereafter be informed if your application to join the RX Radio Volunteer Program has been approved.

Please note that you will be required to produce a Police Clearance Certificate before joining the Program. This can be done by going to your nearest Police Station. The cost incurred will include R96.00 for the Police Clear Certificate in addition to the courier costs.

### **Memorandum of Understanding (MOU)**

Please familiarise yourself with the MOU which you will be expected to sign once your application to join RX Radio has been approach. The MOU outline what the relationship between yourself as a volunteer and RX Radio.

**Memorandum of Understanding**  
**Between**  
**A Volunteer and RX Radio**

**Introduction**

Rx Radio strives to empower all children attending the Red Cross Children's Hospital to listen and to tell their stories about issues that are important to them; and in this way contribute to improving the hospital experience and wellbeing of each child and family member in the hospital. Volunteers contribute immensely to the realisation of Rx Radio's objectives. We therefore seek to create a mutually beneficial partnership with our volunteers.

**Rules and Procedure**

The Policies and Procedures Manual of Rx Radio stipulation, where relevant, will be applicable to volunteers. Thus, the manual provides principles and guidelines that will govern the application of the terms and conditions of service, which sets out the rights and obligations applicable to volunteers. Before signing this Memorandum Of Understanding (MOU), the volunteer will receive extract of the Policies and Procedures Manual applicable to them. The signing of this MOU would be an acknowledgement of receipt and agreement to abide by the Policies and Procedures of Rx Radio where applicable.

**Compensation & Reimbursement of Expenses**

Volunteers must be mindful that they will not be compensated for any services rendered. However, volunteers may be eligible for reimbursement of pre-approved, actual out-of-pocket expenses, including transportation expenses, incurred while engaging in volunteer service for Rx Radio.

Approval can only be given by the Radio Manager. In such cases, a volunteer will need to track and submit receipts for all actual out-of-pocket expenses for which they seek reimbursement.

## **Mentorship and support**

We aim to provide a way for volunteers to contribute to RX Radio in a supported and supervised way.

The volunteers will be paired up with a staff member (mentor) to work alongside them, providing both orientation and supervision. RX Radio strives to make the volunteer experience the best that meets the needs and expectations. Of each volunteer.

## **Attendance and Time**

Volunteers are asked to commit approximately 3-4 hours per week to the Station. The commitment should be for a minimum of six months. At the end of a service term, volunteers may elect to renew their volunteer service agreement with Rx Radio. All volunteers ending their service term will have an exit interview conducted by a staff member.

When volunteers discontinue their involvement without communicating their intentions they will be contacted, and if there is no response they will be terminated until further notice. Rx Radio needs to depend on you as much as you need to depend on us. It is requested that if you can no longer fulfil your commitment to notify any staff member of Rx Radio in writing. As you know the best way to build a positive, lasting and helpful relationship is through dependability. It is important to remember that you may be working with kids who will form a relationship with you and will look forward to seeing you during your scheduled time. Not being dependable sends the wrong message.

Volunteer attendance is important to meeting the objectives of the Station. Volunteers should notify any Rx Radio Staff member in advance if they are unable to be present on their scheduled day.

## **Confidentiality**

Please be mindful that you will be required to maintain strict confidentiality in cases where you are privy to sensitive information regarding Rx Radio and its stakeholders.

## **Termination**

Failure to comply with the terms of this MOU and with the Policies and Procedures Manual, where applicable, of the Station may result in the termination this agreement. In such an event, you will be asked to return any borrowed property/material of Rx Radio and submit any overdue work.

Rx Radio will make every effort to engage the volunteer and seek to resolve the problem that hinders the volunteer's ability to uphold the agreement before terminating this agreement.

## **Introductory Training**

All volunteers must attend a compulsory volunteer training session soon after having signed this agreement.

## **Ongoing training**

Volunteers must be mindful that they may be called upon to attend ongoing training.

I, \_\_\_\_\_, acknowledge having received, read and understood what has been stipulated in the MOU and accompanying documents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Radio Manager, signature: \_\_\_\_\_ Date: \_\_\_\_\_