



# HeartKids: *Helping Hearts Volunteer Guide*

Welcome to the Helping Hearts Community! You've joined the community of caring individuals who are dedicating their precious time and effort to help support the 1 in 100 children who are affected by Childhood Heart Disease (CHD) and the families who cherish them.

At HeartKids NSW we have various events and volunteering opportunities throughout the year and are always looking for a helpful hand to support our Heart Families. Your support will make a huge difference to our Heart Kids and families – so THANK YOU!

This guide is designed to introduce you to volunteering with HeartKids NSW – explain the types of volunteer opportunities, outline a few volunteer rules, and most importantly make sure that volunteering with HeartKids NSW is as enjoyable and rewarding as it should be!

If you have any comments or queries at any point please contact Volunteer Support on 02 9631 2600 or [mail@heartkidsnsw.org.au](mailto:mail@heartkidsnsw.org.au)

## Table of Contents

### **Volunteering with HeartKids NSW**

- *Types of Volunteering*
- *Current Volunteer Opportunities & Calendar of events*

### **Volunteer Checklist**

- *Your Volunteering*
- *Working with Children*

### **Contact Details**

- *HeartKids NSW Staff*
- *Other contacts*

# HeartKids: *Helping Hearts Volunteer Guide*



## Volunteering with HeartKids NSW

- ***Types of Volunteering***

At HeartKids NSW we are looking for our special volunteers to help us support our Heart Families in the following ways:

- **Event Volunteers:**
  - Support & Fundraising Events. This includes our Christmas Parties, SweetHeart Day, assisting with setting up and planning at events, selling merchandise at events, manning registration tables and assisting with BBQ's)
  - Tiny Ticklers Ball – an exciting event is our annual Tiny Ticklers Ball where we require volunteers to help set up on the day and be a table host for our special guests who attend the ball
- **Be a HeartKids Spokesperson**
  - You can be a spokesperson for HeartKids NSW, representing HeartKids at thank you events, accepting cheques on our behalf, speaking to audiences about the important work we do. Please note all spokespeople will be trained and supported by the HeartKids NSW team
- **Office Support**
  - Office Administration, this includes - making up care bags, data entry, general office duties
- **Skills Support**
  - We are always looking to expand our reach and organisational skillset, If you are able to support HeartKids by donating your skills & knowledge within a particular area, then we are eager to learn!
- **Corporate Volunteers:**
  - HeartKids NSW runs various corporate volunteer programs; providing organisations the opportunity to engage staff and connect with their local community. For further information please contact our office on 9631 2600 or email [mail@heartkidsnsw.org.au](mailto:mail@heartkidsnsw.org.au)
- **Regional Representatives**
  - Regional Representatives are volunteers who support HeartKids NSW families in their region by:
    - Regular contact with the HeartKids members
    - Holding morning teas or family BBQ's
    - Liase with local schools &/or preschools to promote Childhood Heart Disease awareness through our awareness month and small fundraising events
    - Coordinate fundraising events
  - We are currently looking for Regional Representatives in the following regions:



# HeartKids: *Helping Hearts Volunteer Guide*

- Far West
- Orana
- Southern Inland
- Murray
- North Sydney
- Coffs Harbour
- New England
- Western Sydney
- Sutherland
- Illawarra South

If you would like more information on becoming a Regional Representative please contact our office on 9631 2600 or email [mail@heartkidsnsw.org.au](mailto:mail@heartkidsnsw.org.au)

- ***Current Volunteer Opportunities***

To see our latest volunteer opportunities as well as our calendar of events please [click here](#) or visit [www.heartkidsnsw.org.au/how-you-can-help/volunteering/](http://www.heartkidsnsw.org.au/how-you-can-help/volunteering/)

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## Volunteer Checklist & Form

### • **Your Volunteering**

At HeartKids NSW we welcome all volunteers in to our team and want you to be involved as much as possible! All we ask is you to fill out the below registration form which can help us match you to volunteer opportunities.

**Please complete this form and send to:**

Email: [mail@heartkidsnsw.org.au](mailto:mail@heartkidsnsw.org.au)

Post: HeartKids NSW, PO Box 170, Westmead Hospital, Westmead NSW 2145.

First Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

\* Please tick the following boxes if you are answering YES:

- Please register me as a volunteer with HeartKids NSW
- Please send me an electronic copy of the HeartKids NSW Newsletter
- I understand that if I am working with children as a volunteer I will be asked to complete a 'Working with Children Check' prior to placement
- I have my own transport

Please tell us a little about yourself, so that we can match you with a suitable volunteer task:

1. Date of Birth (dd/mm/yyyy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

2. Can you give an indication of your availability, e.g. flexible, weekends only, or specific week days?  
\_\_\_\_\_

6. Please list any areas that you would like to be involved in, e.g. Events, Tiny Tickers Ball, Office admin:  
\_\_\_\_\_

7. Please list your shirt size (Unisex: XS - XXXL):  
\_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Signature \_\_\_\_\_

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- ***Working with Children***

At HeartKids NSW caring for children and their families is our number one priority. We therefore require that all of our volunteers complete a 'Working with Children Check'. This form will be emailed to you once you have completed the above form.

## **Contact Details**

For all Volunteer enquiries please contact our office:  
Phone: 02 9631 2600 or Email: [mail@heartkidsnsw.org.au](mailto:mail@heartkidsnsw.org.au)