



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD



Enquiries & Applications

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nature.volunteers@capetown.gov.za

VOLUNTEER APPLICATION – GROUPS

1. CONTACT DETAILS OF GROUP LEADER

Name of Applicant: _____

ID or Passport number: _____ Date of Birth: _____

Mobile Number/s: _____

Email Address: _____

Physical Address: _____

Alternate Contact

Name: _____ Mobile Number/s: _____

Email Address: _____

2. VOLUNTEERING DETAILS

Type of Volunteer (tick appropriate box)

☐ Short term non-vocational volunteers

☐ Vocational volunteers

Nature Reserve/ Centre of Interest:

Option 1	
Option 2	

Activity Stream selection (please see detailed guide if required)

☐ Invasive Species Control

☐ Administration (filing, admin, reception etc.)

☐ General conservation activities

☐ Environmental Education

☐ Research/Project/Speciality:

Please provide details for research/project/speciality: _____

☐ Other (please specify): _____

Availability

Proposed dates for voluntary service – From: _____ To: _____

Weekdays available during this time period (Monday to Friday): _____

Times available:

- ☐ Full Day (07h30 to 16h00)
- ☐ Other (to be confirmed with respective managers): _____

Requirements

What are the required needs for your volunteer experience (project, targets, timing etc.)? _____

Do you require a formal letter stating the specifics of your work with us? _____

If YES, please provide any additional information required for this purpose (what the letter must contain eg. Student number, purpose of volunteer work/community service, etc.) _____

3. GROUP DETAILS

Number of volunteers in your group: _____ Age range of volunteers: From _____ to _____

Can most members of the group understand and speak English?

- ☐ Yes
- ☐ No, what language are they most proficient with? _____

If the group has any previous related experience, please elaborate: _____

How would you describe the groups fitness level?

- ☐ Very Fit
- ☐ Fit
- ☐ Unfit
- ☐ Combination

Are there any medical or other conditions that we should be aware of?

- ☐ Yes. Please specify _____
- ☐ No

Medical Aid - Please note that medical aid/scheme is compulsory for volunteers residing outside of South Africa. For local volunteers with or without medical aid must complete their details in the table provided on the next page.

Volunteer Name	Age	Emergency Contact name & number	ID/Passport Number	Medical Aid/Scheme	Medical Aid/Scheme No.	Allergies/Physical Difficulties etc.

*if not enough space in the table please use a separate page and make sure to attach to your application.

4. CODE OF CONDUCT FOR VOLUNTEERS

The following code of conduct is in place in order to afford the City of Cape Town and your group an amount of protection during your time with us.

- Teasing or throwing objects at animals is strictly prohibited.
 - Picking of or damaging any plants, animals, nests etc. is strictly prohibited, unless otherwise instructed by your supervisor.
 - No littering or dumping of rubbish.
 - No pollution of water.
 - No lighting of fires.
 - Trees may not be climbed.
 - Throwing of stones is not permitted.
 - When walking in the veld, use footpaths where applicable.
 - No hindrance or obstruction of any authorised officer in the execution of their duties.
 - No damaging or destruction of property, fences or natural objects (including no graffiti).
 - No weapons, traps, explosives or any other object of that kind allowed. You may carry a penknife/multi-tool if approved by the manager on arrival.
 - No disturbance, nuisance or hindrance to any visitor, animal, bird etc.
 - With regards to visitors, adult volunteers are not to be alone with any child and no physical contact outside of formalised activities is permitted.
 - Volunteers are not permitted to verbally or physically discipline learners or participants in any activity, this is the responsibility of the teacher or group leader.
 - No use of alcohol or drugs is permitted; smoking is only permitted in designated areas, not in the public eye or during any activity involving visitors.
 - No use of sexual, vulgar, obscene or insulting language and no discrimination against individuals of any race, gender or religious, cultural and political backgrounds.
 - No use of cell phones whilst running programmes or activities with visitors; or during meetings or when being issued with instructions.
 - Volunteers are to be neat and presentable at all times whilst taking part in activities with members of the public.
 - Volunteers are to wear suitable clothing at all times whilst on duty, they must wear and use any safety equipment or clothing provided and must comply with safety regulations, including no jewellery or accessories that could become dangerously entangled.
 - No eating outside of prescribed break times, unless otherwise approved by the team supervisor or manager.
 - Chewing of gum is prohibited during activities with visitors.
 - Volunteers are to be polite and courteous to visitors, colleagues and other staff at all times. If a visitor or colleague is rude or disrespectful report the incident to your supervisor or manager and never get involved in any exchange of insults or physical confrontation.
 - Avoid bringing expensive items or carrying large amounts of cash. Look after cameras and cell phones and do not leave them unattended.
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5. SUPPORTING DOCUMENTATION

Please return this application form together with the following supporting documentation:

- Letter from your educational institution indicating the scope and need for your volunteering experience (vocational volunteers only).
 - A signed indemnity form for each member of the group.
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6. STATEMENT & POPI

Please return this application form within 7 days, unless otherwise arranged. If not returned within this time frame your request will be automatically cancelled. On signing of this agreement, the applicant/group leader/legal guardian, for applicants under the age of 18 years old, thereof (delete that which is not applicable) acknowledges that the code of conduct has been read and understood; that all requirements have been considered; and that should the participants commit a breach of any of these, necessary disciplinary procedures will be affected.

All Personal Information that we collect on this form will be processed, and held in accordance with the provisions of the Protection of Personal Information Act.

- By not providing us with the Personal Information as requested on this form, we will not be able to provide you with the required documentation in order to commence your voluntary work.
- For complete details of our collection, processing, storage, and retention of Personal Information including, but not limited to, the purpose(s) for which personal information is used, the legal basis or bases for using it, details of your rights and how to exercise them, and Personal Information sharing, where applicable, please refer to our Privacy Notice available from Nicole Georgiou, Operations Coordinator at Nature Connect via email admin@natureconnect.earth.
- For the purposes of this form, your Personal Information as required above shall be used for the following purposes:
 - Drafting your volunteer agreement.
 - Adding your information to our Volunteer Database.
 - Contacting you during your volunteering period and thereafter.
 - Contacting your emergency contact should it be required.
- Your Personal Information may be shared with third parties as required for the purposes of fulfilment of this application / complaint / enquiry / medical reasons.
- By signing you agree to us processing your Personal Information as explained above.

Name of Applicant/Group Leader/Guardian: _____

Signature of Applicant/Group Leader/Guardian: _____

Date: _____
