

Corporate Volunteer Program Information Sheet

- **Days:** Monday to Friday
- **Location:** On-site at our Abbotsford Warehouse
- **Time:** 10:00 am - 1:00 pm
- **Group Size:** 8-10 participants

ACTIVITY:

Your team will engage in hands-on tasks within our warehouse, such as processing donations and preparing stock for our Havens. All activities will be fully supervised, adhering to the highest safety standards.

Depending on daily requirements, your team may engage in tasks such as re-stocking, sorting, labelling and processing donations and assembling flat pack furniture ready for our Havens.

Group Size:

- A team of 8-10 volunteers is required.
- If your team consists of fewer than eight volunteers, or greater than 10 volunteers, please contact us to discuss accommodation possibilities and costs.

COST:

- The cost of a volunteer group experience (8-10 people) is \$1200 (plus GST) per day. If your team consists of greater than 10, please contact us to discuss.
- Your vital financial contribution supports the creation of one Haven for women and children who have experienced family violence by supplying and setting up the contents of their long-term accommodation. We create 'Havens of hope' for women and their children, providing fully equipped and comfortable homes. Through this, women are empowered to re-establish stability, independence, and reconnect with their community.
- Corporate Volunteer experiences are classified as services; hence, we are unable to issue donation receipts. An invoice will be sent upon booking with 30-day payment terms. Payment can be made via direct deposit; we regret that credit card payments are not accepted.

Cancellation policy:

Volunteers play a crucial role in our warehouse operations. If you're unable to fulfil your commitments, please notify us as soon as possible, and we will endeavour to arrange an alternative date.

- A 50% fee applies to cancellations made within 14 days of your volunteer booking.
- A 100% fee applies to cancellations made within 7 days of your volunteer booking.

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OHS and Manual Handling:

Due to the physical demands of warehouse volunteering, tasks involve significant manual handling, including lifting/bending, twisting/turning, repetitive movements, and prolonged standing. Please assess whether this activity is suitable for you and your team. Volunteers unable to safely perform tasks will not be allowed to participate, with no alternative activities available on the day.

What to bring and wear:

- Bring your lunch. We provide a fridge, microwave, and tea/coffee facilities.
- Closed-toed shoes are mandatory. Ensure your team wear sturdy closed-toed footwear for safety. If your team have steel-capped boots, please bring them along.
- Wear comfortable clothing suitable for bending, lifting, and repetitive movements.

Location, parking and public transport:

- Address: 15 Marine Parade Abbotsford
- Parking: Free 4-hour parking is available in Marine Parade
Additional parking is available on surrounding side streets.
- Public Transport: Our warehouse is a 5-minute walk from Collingwood or Victoria Park Railway stations.

