

## HOW THE PLATFORM WORKS

- 1 Your organisation identifies you need volunteers for a specific disaster recovery activity.
- 2 Your organisation gathers the necessary details of the volunteer opportunity. You must provide a supervisor/team leader to manage and oversee the volunteers on the day. You will need to be able to provide a short safety and induction to volunteers at the start of their shift so that they understand what they have to do and how to do that safely.
- 3 You then submit your volunteer opportunity information through our online form. You can submit as many opportunities as you need.
- 4 Once you've submitted your volunteering opportunity, it will be reviewed by our team, more details will be collected if needed, and it will be published to the live online Disaster Volunteer Calendar within 24 hours.
- 5 You will receive a notification when your opportunity is live. You can view how many volunteers have registered for your opportunity in the calendar.
- 6 Volunteers who are registered with EV CREW can view the Disaster Volunteer Calendar and register for a shift/opportunity in their local government area.
- 7 When a volunteer registers for your event, they receive an email with all the details they need for their shift.
- 8 The opportunity will close when the roster is full, or at 3pm the day before the event (whichever is soonest) and the full roster of volunteers with their contact details will then be provided to your identified coordinator.
- 9 If you advise us that a volunteering opportunity cannot proceed due to the weather or other events and it is **before 3pm** the day before the opportunity, Volunteering Queensland will inform the volunteers registered for the opportunity. If it is **after 3pm** the day before the opportunity, your organisation will be responsible for informing the volunteers registered for that opportunity.
- 10 We will follow up with you and the volunteers after your volunteering opportunity for feedback and data sharing.