

## How to Complete the RAWCS Online Volunteer Team Leader Report

All Team Leaders of RAWCS volunteer teams will now be sent an email that contains a live link to the Report they are required to submit. Also attached is this PDF file that explains how to fill out the report.

**NOTE – You should SAVE any changes you make to the report often.** At any time, you can click on the **SAVE** button and the changes entered will be retained. You can log off and come back later, click on the link in the email and your report will appear for you to add to or complete. You cannot submit until all TABS have been completed.

**The website will time out after 30 minutes and you will lose any changes if you have not saved. You can only enter details by opening the link sent in the email. You cannot do it on the website.**

Please open the link in the email to see the report and fill in as follows:

- Remember you are reporting just for the time the Volunteer Team was working away from home. **There are seven TABs or pages to complete.**
- **PROJECT** - you cannot change any of the detail on this page. If you believe that the Project Manager, Deputy Project Manager, the Project Name or the Project Description need to be amended then you must get the Project Manager to email the RAWCS National Projects Manager with details of the requested changes with the authorisation of the sponsoring Rotary Club.
- **MEMBERS** -You cannot change anything on this TAB. It is information dumped in from the Volunteer Registration website that estimates the work value of each person and the entire Team. In addition, the Regional Coordinators after consulting the Team Leader estimate the amount of dollars that each volunteer spends on airfares, accommodation and food while working on the project. NOTE: It does not include free days or holidays that may be taken at the end of the trip.
- **TRAINING** – Here you need to record any training of local community members in any vocation that your team members have undertaken. Remember it is one of the guidelines of Overseas Aid Funds that RAWCS Teams do teach and train local community members and this should be part of the aim for most Teams. When you state the type of training you may give figures on how many and for how long local community members were trained and in what. Keep your answer as brief as possible.
- **CLUBS/ORGANISATIONS** – You must record your sponsoring Rotary Club in Australia's President & Secretary email addresses so that they receive a copy of the report when you submit it. If you do not know the email addresses you can ask the Project Manager to provide them to you or you can look them up on MyRotary on the Rotary International website available to all Rotarians. It is your decision to send a copy of this report to overseas Clubs and Organisations. **If you do not wish to send an email to them then you MUST delete those lines** that you do not want informed.

**IMPORTANT – the form will not submit if there is a missing email address.**

- **ACHIEVEMENTS** – All of this page will be sent to Rotary Down Under (RDU) when you submit the report. RAWCS has employed RDU to take care of our Public Relations. They will also receive the PROJECT and MEMBER pages so that they are informed of the Project Name, Description and the Team Members.

#### **YOUR STORY**

You need to tell the story about what work your Team achieved on the project in less than 300 words. If you wish you can just put dot points down. Do not put any personal or in confidential details in this section as it may be published on the RAWCS Facebook page or become editorial for RDU or other magazines.

#### **YOUR PICTURES**

You are requested to upload two photographs **only** to the report. They should be no more than 2MB each however they must be of a reasonably high resolution. **They will not upload if more than 2MB.** Try and use photos that contain a RAWCS or Rotary Logo and perhaps show a before and after story. Please enter a brief picture title for each (No more than 50 character spaces)

RDU will have the email address of the Team Leader and may wish to contact you for more details about the project and photographs to assist them with an article for their publication.

- **REPORTS** – You must enter detail in each of the sections below or tick a **NIL report** or the **report will not submit**.
  1. **Accommodation details** – any problems or issues that you may have had.
  2. **Travel details** – any problems or issues that you may have had.
  3. **Tools, equipment & materials provided** – explain any problems of deficiencies and if they were adequate for the task at hand.
  4. **Occupational Health & Safety Issues** - any problems or issues that you may have had.
  5. **Incident or Accident Reports** – If you do not note any incident of accident here to your Team members or persons in the local community in which you were working, it may jeopardise any future insurance claims.
  6. **Insurance Claims** – record any claim that has been made or will be made by you or your Team members.
  7. **Child Protection or Vulnerable Persons Issues** - any problems or issues that you may have had. Remember they **MUST** also be reported to the sponsoring District Governor within 12 hours of occurring.
  8. **Counter Terrorism Issues** – All Overseas Aid Funds have a responsibility to be aware of and report any suspected terrorism issues that they may come across while overseas or working on the RAWCS project. Any incident should be reported to the Department of Foreign Affairs and Trade as soon as possible, without jeopardising the Team or the individual.
- **CONCLUSIONS/RECOMMENDATIONS** – Please briefly enter any conclusion or recommendation here. You can briefly include what the future holds for your project. **NO EXTRA PHOTOS** please or the report may not be accepted when you try to **SUBMIT**.

## ACTIONS

- **PRINT or SAVE** a copy for your own records as you will not be sent one.
- **SUBMIT.** A page will appear asking if you are satisfied with your report, telling you once it is submitted it cannot be changed and listing all the addressees the report will be sent to. All other addressees should receive their copy by email and a copy is placed on the project file.  
**IMPORTANT – Do not leave the SUBMIT page until a message appears that informs you that the emails have been sent.**
- **NOTE – You can only enter detail in the report from the link in the email. You cannot do it from the website.**