

Family and friends

It's fine to take family and friends as one-off helpers on a maintenance visit. One-off helpers might also be members of walking clubs (where the team coordinator is a registered volunteer), or school students (where the teacher fills this role).

For one-off helpers, you should print a copy of the DBCA form **PWS208** (download it from the Maintenance Matters archive). The form has two important purposes: coverage by the Department's personal accident insurance, and for BTF records of the hours contributed. If you don't have access to a printer, please ask our office for a copy to be mailed to you.

- At the start of your visit, get each person to complete their personal details and start time, and make sure they sign it. This ensures insurance coverage in the event of accident or injury. I'll fill in the second page.
- As for registered volunteers, the times should include travel time from home, necessary overnight stays, etc.
- End times (and total hours) should be entered once known. If travel time once you've parted ways isn't known, you could estimate their arrival time based on yours, or (more accurately) get them to text you as soon as they get home.
- Total hours aren't essential for insurance coverage, but we need them completed to include the times in our annual volunteer contributions summary.
- Once completed, please scan/photograph and email back to volunteer@bibbulmuntrack.org.au, or post back to us. Please ignore the instruction to forward it to the DBCA volunteer coordination unit (it was originally designed for projects organised by Departmental staff).

If your happy helpers get the bug for Track maintenance and end up accompanying you more often than not, they should be more permanently registered using the standard Volunteer Registration form (**PWS205**, also available from the Maintenance Matters archive)!

Refer to the factsheet **Volunteer Insurance** for more information about insurance coverage and claims.