**What do I need to do to become a volunteer at Lawnton State School?**

1. Come into the Office and collect a Registration Package

2. Fill out the Volunteer Registration form

3. Read and Sign the Mandatory Training Declaration

4. Bring the Package back to the office.

*Parents volunteering in their child’s classrooms are exempt from needing a Blue card. They will however require a blue card when volunteering in the Tuck shop or Library. Carers, Grandparents, other relatives and all other volunteers are required to hold a Blue card prior to volunteering anywhere in the school.*

**What we do next?**

Once we have entered your information onto our Lawnton SS Passtab I-Pad system you will receive an email to complete Mandatory Training compliance documents, simply follow the prompts to action remotely or complete on your next visit to update the digital platform as well.

**What happens next?**

* On your first day of volunteering come into the office.
* Sign in using your Quick pin on our I-Pad at the front desk
* Scroll through the Mandatory training info – Electronically Sign (if not already done remotely)
* Enter Blue Card information (If prompted to do so). You will be requested to photograph your Blue Card
* Submit
* Collect your printed sticker to wear during your visit
* Don’t forget to sign out when you leave

Welcome and thankyou for joining our Lawnton State School Volunteer group. If you have any questions, please email [admin@lawntonss.eq.edu.au](mailto:admin@lawntonss.eq.edu.au) or call us on 3481 4888 if you need further assistance.