



ADDRESS | 45 Knighton Road, Hamilton, 3216  
 PHONE | (07) 856 5399  
 FAX / ANSWERPHONE | (07) 856 5393  
 WEBSITE | www.kns.ac.nz  
 PRINCIPAL | Stuart Armistead M.Ed. (Educational Leadership), B.Ed., Dip.T.

Monday, 30th November

Dear \_\_\_\_\_

Thank you so much for offering to help with our EOTC week next week. Without you, we couldn't take part in the exciting range of activities we have lined up! Below are the times that we require you on the day or days that you have offered to help with supervision and/or transportation. We will be meeting each day in Room 1 before making our way to our venue.

You have offered to help on \_\_\_\_\_

Day	Tuesday 1st Dec	Wednesday 2nd Dec	Friday 4th Dec
Venue	Eastlink Sports <i>(30 Old Farm Road, Hamilton East)</i>	Extreme Edge Rock Climbing <i>(90 Greenwood Street, Frankton)</i>	Pōwhiri and Pools at the University of Waikato
Meeting time	8.45 am to leave just after 9 am	11.30 am to leave at 12.00	8.45 am to leave just after 9 am
Return Time	2.45 pm (approx)	2.45 (approx)	2.45 (approx)

If you have offered to help on Friday, please be mindful of the Tikanga (customs and values) around pōwhiri and wear either a dark skirt or trousers (females) or dark trousers and shirt (men). If it is your first time at a pōwhiri, don't worry, follow the children's lead. They have been learning about pōwhiri and this is our time to shine. If you prefer to bring something more comfortable to wear after the pōwhiri, by all means, please do so. We are swimming and playing games for the rest of that day.

If you have offered to help on the extreme edge day, feel free to join us for the whole day and join in the activities that we are doing throughout the rest of the day.

Please remember, you are helping the kids enjoy themselves and make our time together as memorable for everyone as you can. You are not there to manage behaviour - that is what I will do.

Lastly, in order for us to have your help, we need you to fill out a volunteer helpers form. I have attached this form below. If you could please fill this out and either return it to me before the day (or bring it with you on the day), that will make the start to our day super smooth.

If you have any questions, please don't hesitate to contact me directly

Deborah Wilson | Room 1 | [dwilson@kns.ac.nz](mailto:dwilson@kns.ac.nz)

# Volunteer Helper Disclosure Form

*This form is to be completed by all volunteer helpers on EOTC events.  
These may be kept on file and used repeatedly.*

Name		
Address		Phone - home work mobile

I am the parent/caregiver of (name): \_\_\_\_\_ OR  Other volunteer

**I have the following skills/experience/qualifications:**

Qualification	Tick if current	Notes
First Aid Certificate		<i>Valid until:</i>
CPR Certificate		<i>Valid until:</i>
Life Saving Certificate		<i>Valid until:</i>
Teacher Registration		<i>Valid until:</i>
Swimming ability <i>(please describe)</i> N/A		
Relevant instructor / coaching qualifications <i>(please list)</i>		
Other appropriate skills / experience <i>(please describe)</i>		

**If providing transport (please tick relevant box):**

I hold a current full car licence	<input type="checkbox"/>
The vehicle I am driving is registered	<input type="checkbox"/> Registration number
The vehicle I am driving is roadworthy and has a current Warrant of Fitness	<input type="checkbox"/>
Each passenger in the vehicle will use a seat belt	<input type="checkbox"/>
The seating capacity of the vehicle will not be exceeded	<input type="checkbox"/>

**As a volunteer helper taking part in the school EOTC event:**

- *I am willing to comply with requests of staff and will follow the safety procedures they have set.*
- *I am willing to assist in aspects of running the event, based on the information I have supplied on this form.*
- *I agree there is no place for alcohol on a school EOTC event.*
- *I accept the terms of my involvement as stated above.*
- *I declare that I do not have any convictions relating to dangerous driving, violent or sexual offending, and I agree to police vetting if required.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_