



# Dunedin Community Accounting

A free service for clubs, societies and other not-for-profits

## 2018 VOLUNTEER APPLICATION FORM

You can find out more about Dunedin Community Accounting at [www.dca.org.nz](http://www.dca.org.nz) or call Annette on 03 471 6177

Any information you provide will remain confidential to Dunedin Community Accounting.

### Section 1 - Your Details: we'll need to contact you during summer break

Name:

Email Address:  Mobile Number:

Returning Volunteer  New Volunteer  Accounting study 3<sup>rd</sup> year  4<sup>th</sup> year

#### What shifts will you be available for?

Weekly Monday Evening (5pm – 7pm)  Fortnightly Wednesday Morning (9am - 11am)

Would you like to be a shift leader? Yes  No

Are you interested in running workshops and creating written guides? Yes  No

What other subjects are you studying?

### Section 2 – More about you: returning students can skip this section

In this section we're interested in what you'll offer the clients of Dunedin Community Accounting. I want to volunteer with Dunedin Community Accounting because:

Dunedin Community Accounting is always looking to improve. What do you see the role of Dunedin Community Accounting as?

You'll be dealing with real issues and there will always be support available but some experience can help. Do you have accounting or volunteer experience beyond your coursework?

Web and print design skills, computing skills to teach, proof reading and more are needed to keep the service running. Some clients might be more comfortable working in a language other than English. What skills can you bring?

### Declaration

1. As a volunteer with Dunedin Community Accounting I will conduct myself in a professional manner consistent with the Code of Ethics of the Chartered Accountants Australia New Zealand (CA ANZ) (particularly regarding confidentiality).
2. Being part of Dunedin Community Accounting means that I will abide by their Policies and Systems.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please return application to [dca@cossd.org.nz](mailto:dca@cossd.org.nz) or PO Box 5222, Moray Place, Dunedin 9058 by 31 October 2017

*All applications will be carefully considered and a short list of applicants will be compiled for a training day to be conducted during Orientation Week 2018.*

*We'll be in touch with you about the outcome of this application by email next year.*