

Participant Membership Form

Complete all sections (both sides)

Inc No. A0028651L



Bennettswood
Neighbourhood House

7 Greenwood Street,
Burwood 3125

ABN 27675966331

*Office Use Only	*Class name:
Course Details	*Term: *Year:
Personal Details	First name: Surname:..... Date of Birth:/...../..... <u>OR</u> Age Category (circle): 17 - 25, 26-35, 36-49, 50-69, 70-84, 85+
Home Address	Address: Suburb: Postcode:
Contact Details	Phone: Preferred: Other: Email (print clearly):
Emergency Contact	Name: Relationship: Phone:
Country of Birth	Country of Birth:
Language	Main language spoken at home (if NOT English):
Indigenous	Do you identify as Aboriginal or Torres Strait Islander heritage? <input type="checkbox"/> Yes <input type="checkbox"/> No
Disability	Do you identify as having a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No Any special needs:
Important Information	Membership of Bennettswood Neighbourhood House Membership is free to all participants and gives you voting rights at the annual general meeting. Membership eligibility: A person who agrees to support the purposes of the House as outlined in the Constitution & Rules (available on request). • I agree to be a member of Bennettswood Neighbourhood House and have my name added to the Register of Members. <input type="checkbox"/> Yes <input type="checkbox"/> No Signature: Date:
** PLEASE COMPLETE & SIGN OTHER SIDE & RETURN FORM TO RECEPTION	

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Participant Code of Conduct

Purpose

Bennettswood Neighbourhood House is committed to providing a learning environment that is welcoming, equitable, supportive and open to all. The House recognises the rights of all participants to full participation in their enrolled course or activity. Staff, tutors and participants have the right to a safe and respectful environment. House users are not to engage in any misconduct or breach of House policies in relation to bullying, harassment or health and safety whilst attending Bennettswood Neighbourhood House.

Completing a course enrolment/ membership form, payment of fees and attendance in a course denotes agreement to the Participant Code of Conduct Policy. The Participant Code of Conduct can be viewed on noticeboards and at reception. A copy of the Participant Code of Conduct can be obtained on request.

Photo Consent

Photos are taken and used in Bennettswood Neighbourhood House publications such as the annual report, brochures, website and social media for the purpose of awareness raising and promotion of our programs.

I give permission for photos that may include my image to be used for Bennettswood Neighbourhood House publications mentioned above. (I may notify the Manager that I withdraw this permission at any time).

Yes

No

Communications via email

We provide information to participants in a number of appropriate ways including brochures & flyers, noticeboard displays, signs, website and social media (Facebook), courtesy phone calls, SMS messages and face-to-face reception contact. Please ensure you obtain and keep a copy of the current Semester brochure.

If you have an email address please ensure that you keep staff updated if it is changed. If you do not receive emails or do not wish to be included on a contact list please ensure you collect a current brochure and take note of your course/ activity details such as commencement dates and any fees due.

I understand that this participant membership form will add me to a mailing list to receive relevant email communications about my participation in programs and activities at Bennettswood Neighbourhood House. I may opt out of receiving emails at any time but I understand that if I do opt-out I will not receive the latest relevant updates available about my program or activity by email.

Yes - I agree to receive essential program information by email.

No - It is my responsibility to collect a Semester brochure or check the website for details.

Medical Emergency

In the event of an emergency requiring immediate medical attention an ambulance will be called. Any ambulance and medical treatment fees incurred will be the responsibility of the person requiring medical assistance.

Please note: Office staff are First Aid/ CPR trained. Staff are available to provide First Aid during office hours. The office may not be staffed during your time at the House. Some tutors are also First Aid/ CPR trained.

Privacy Statement

Personal information collected is necessary for the running of the activity you are enrolled in and is collected and stored in accordance with The Privacy Act. It is required by law and it is the policy of Bennettswood Neighbourhood House to maintain confidentiality and security of personal information provided by participants.

Completion and signing of this enrolment form indicates your permission to use your personal information for the purposes outlined in this Privacy Statement and our Privacy Policy and in accordance with relevant Privacy Legislation.

Yes I have read and agree to comply with the above statements and conditions:

Signature: **Date:**