

Alteration to Personnel Form Volunteers

Please note: This form is for alteration to existing personnel information. Any new appointment must be submitted via *ADM26 Appointment Form* or via the relevant *Completion of Qualification & Appointment Form*.

Current details on database:

First Name:	Surname:
Membership ID:	Phone:

Please complete only the relevant sections.

Change of Details: *(if applicable)*

Log onto your member profile page on the GGV website for immediate updating of your details.

Name:	Address:
Home Phone:	Mobile:
Business:	Email:

Change of Appointment Detail: *(if applicable)*

Please note that if a member is moving to a new District or Region the relevant *Passport Induction Form* must be submitted.

Old Unit:	New Unit:
Old Reg/Dist :	New Reg/Dist:
Old Unit Contact: Yes / No	New Unit Contact: Yes / No

If you answered 'Yes' to 'Old Unit Contact' please indicate who will be taking over this role.

Leaders Name:	Membership ID:
Unit:	Phone:

Cancellation/ resignation of Appointment: *(if applicable)*

Old Position:	Old Reg/Dist/Unit
Staying as a Member: Yes / No	Reg/Dist if no other position held:

Signed by District / Region Manager:

District/Region Leader Name:	Position:
Signature:	Date:

Complete and return to Joyce Price Centre, Girl Guides Victoria, PO Box 827, SOUTH MELBOURNE VIC 3038

or by email to membership@guidesvic.org.au

Fax: 03 9699 6277