

## Volunteer Checks for Occasional Helpers

### What is an Occasional Helper?

- An Occasional Helper is an adult who helps a Unit once a term or less (e.g. once a year, on a one-off basis, etc.) Occasional Helpers do not need to be registered in the GGV database.
- An Occasional Helper is generally a parent/guardian of a Guide. Sometimes, they could be a Guiding volunteer who is visiting from interstate or overseas, or any adult who is visiting to teach a skill.
- Occasional Helpers can be a fantastic resource for helping with ratios, teaching a skill, or offering general support.

Below you'll find **the Volunteer Checks for Occasional Helpers** at Unit meetings, adventurous activity days, and overnight sleepovers/camps.

<b>At a Unit Meeting</b>			
	<b>Do they need to have a WWCC?</b>	<b>Do they need to be in the company of a Guiding adult?</b>	<b>Do they need to complete the <a href="#">Steps to Volunteer?</a></b>
<b>If the Occasional Helper is <u>not part of ratios</u>:</b>	No	Yes  When youth members are present there should always be two Guiding adult members	No
<b>If the Occasional Helper is <u>part of ratios</u>:</b>	Yes  They need show the Leader their WWCC (their WWCC status <a href="#">can be checked here</a> )	Yes  When youth members are present there should always be two Guiding adult members	No

<b>At an Adventurous Activity Day (requiring an OUT.01 application)</b>			
	<b>Do they need to have a WWCC?</b>	<b>Do they need to be in the company of a Guiding adult?</b>	<b>Do they need to complete the Steps to Volunteer?</b>
<b>If the Occasional Helper is <u>not</u> part of ratios:</b>	<p>Yes</p> <p>At any adventurous activity outside the regular Unit meeting location, all the adults present must have a WWCC, whether or not they are part of ratios</p>	<p>Yes</p> <p>When youth members are present, there should always be two Guiding adult members present</p>	<p>No</p> <p>Because it is a once-off visit, they do not need to complete these steps</p>
<b>If the Occasional Helper is <u>part</u> of ratios:</b>	<p>Yes</p> <p>They need to provide a copy of their WWCC for the Leader-in-Charge</p> <p>(This information will be included in the OUT.01 form)</p>	<p>Yes</p> <p>When youth members are present, there should always be two Guiding adult members</p>	<p>No</p>

### At an Overnight Sleepover/Camp

If an Occasional Helper is attending an overnight sleepover/camp, they must complete the [Steps to Volunteer](#). This applies whether or not they are part of ratios.

At an Overnight Sleepover/Camp			
	Do they need to have a WWCC?	Do they need to be in the company of a Guiding adult?	Do they need to complete the Steps to Volunteer?
<b>If the Occasional Helper is <u>not</u> part of ratios:</b>	Yes	Yes  When youth members are present there should always be two Guiding adult members	Yes
<b>If the Occasional Helper is <u>part</u> of ratios:</b>	Yes	Yes  When youth members are present there should always be two Guiding Adults members	Yes  At any overnight Guiding activity, all adults present must be registered adult volunteers with GGV (e.g. Associate Non Fee-Paying Member, Unit Helper etc.)

### If an Occasional Helper wants to help more than four times a year/once a term

- They will need to become an official Unit Volunteer
- To become a Unit Volunteer, they must complete all the GGV Steps to Volunteer
- **(Unit Volunteers cannot help more than four times a year – if they would like to help more than this they will need to become an official Unit Helper)**

### If an Occasional Helper wants to help more than four times a year/every week

- They will need to become an official Unit Helper and full financial member of GGV
- To become a Unit Helper, they must complete all the GGV Steps to Volunteer