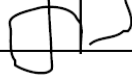


Instruction on how to sign the documents:

1. Open the PDF files ([Please click here for Code of Conduct](#) and [click here for Photo permission](#)) in **Adobe Acrobat Reader** (if you don't have Adobe see number 7).
2. Please type your name and date.
3. Then if possible, add a signature (Click on **Fill & Sign** in the **Tools** pane on the right. A popup will open, giving you three options—**Type**, **Draw**, and **Image**, please choose **Draw**. Once you're done, click the **Apply** button)

without payment for your time and work.

<u>John Doe</u>	<u>30/03/2020</u>	<u></u>
Name	Date	Signature

4. If not possible, please type your initials in the signature box (Example: John Doe → JD)

Ardoch is a voluntary position. This means that you perform all duties voluntarily, on your own free will, and without payment for your time and work.

<u>John Doe</u>	<u>30/03/2020</u>	<u>JD</u>
Name	Date	Signature

5. Save on your computer
6. Send back to volunteers@ardoch.org.au
7. **If you don't have** Adobe Acrobat Reader, please open the document in an internet browser (Google Chrome/ Explorer/Firefox) Sign at the bottom → Save document on your computer → send back to us.