



LEGACY WEEK 2026
VOLUNTEER HANDBOOK
Weekend Shift

Little Badge. Big Impact.



Legacy Week
30 August - 5 September

About Legacy

Since the Legacy promise was made by a soldier to his dying mate in the trenches of WW1 to “look after the family”, Legacy has supported Australian Defence Force families in times of great need.

Today, Legacy supports over 25,000 partners and children of veterans who gave their lives or health while serving our country.

Our work can mean a child gets an education and a fair go, a widow/er is not disadvantaged or alone, and a family is not torn apart by the effects of post-traumatic stress or other psychological injuries.

During Legacy Week, volunteers and supporters sell badges, bears and other merchandise and host events to generate awareness and support for Legacy's work.

Thank you.

Thank you for dedicating your time and energy to volunteer for Legacy. We are very grateful for your willingness to raise awareness and vital funds for our veterans' families.





Key Contacts

CONTACT POSITION	NAME	PHONE	EMAIL
FUNDRAISING CONTACTS			
22 & 29 Aug Town Hall Shift Manager	Craig Boyle	0412 472 876	cboyle@legacyclubservices.org.au
Legacy Week Volunteer Manager	Devon Cox	0484 545 360	volunteer@legacyclubservices.org.au
Legacy Week Lead	Mia Bacon-Myers	0417 048 846	events@legacyclubservices.org.au
Legacy Week 2IC	Alex Fernandez	0432 160 953	events@legacyclubservices.org.au
RANGER CONTACT DETAILS			
Darling Harbour		02 9240 8601	
Rocks Control		02 9240 8594	

Key Information

WHERE TO GO

- **Please arrive at the Town Hall site 10 minutes before your shift starts**
- **Shift times are: 10am - 2pm**

WHAT TO BRING

- Wear comfortable clothes and shoes (preferably clothes that do not have large logos).
- Stay hydrated with a water bottle.
- Print off your free public transport sheet (or have it readily available on your phone to show transport staff).
- Your fully charged mobile phone so our stall manager can contact you.
- A positive attitude! :)

SET UP

- Sign-in with a Legacy team member by scanning the QR code on display, and collect a badge tray, volunteer ID card and bum bag.
- Be briefed by a Legacy staff member.

GET VOLUNTEERING!

- Select your preferred area. It is recommended to stand stationary to allow the public to come up to you to make a donation/purchase merchandise. Roaming is not encouraged.
- Greet all members of the public and ask them if they'd like to buy a badge to support Legacy and veterans' families. Do not be forceful.
- Always thank members of the public, even if they don't make a purchase!
- Empty your tray as much as possible before returning to your stall.
- Take breaks every two hours. Your stall manager will have water and snacks available for you at the stall.

BANKING & CASH HANDLING

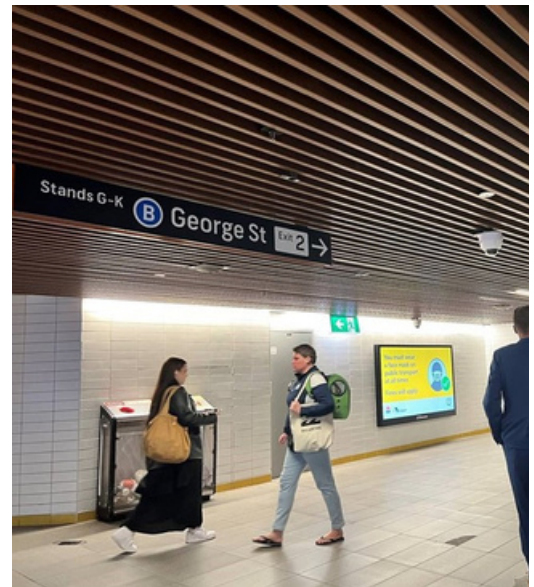
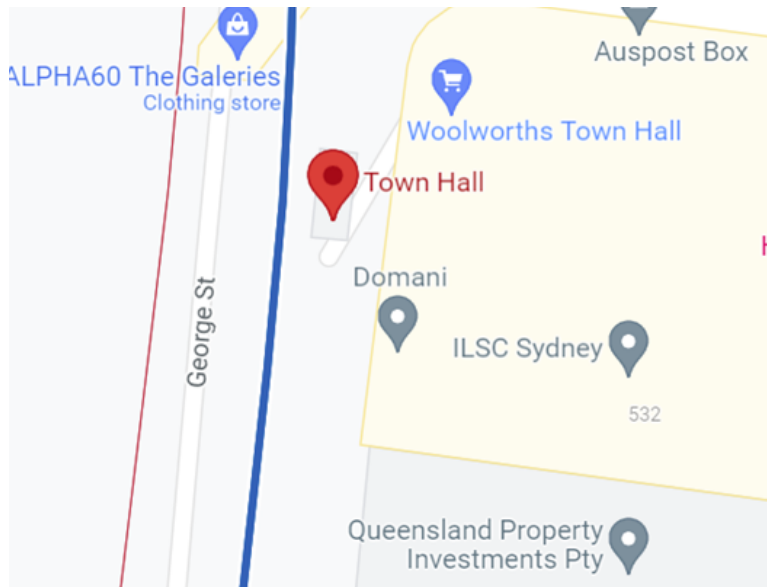
- Cash must be kept in your bum bag. Please do not leave cash unattended.
- Please feel free to visit your stall to drop off cash if you feel uncomfortable and/or exchange denominations.

ENDING YOUR SHIFT

- Return to Town Hall Site by your allocated time, to give our Legacy team member time to sign you out.
- Hand back your badge tray, volunteer ID card, bum bag, and payment device.
- Please make sure you sign out before you leave for the day.

Stall Location

TOWN HALL STATION



**Thank you for supporting
our veterans' families.**