

Volunteer Agreement

This Volunteer Agreement is a description of the arrangement between us, *[insert name of organisation]*, and you *[insert name of volunteer]* in relation to your voluntary work. The intention of this agreement is to clarify our commitments to each other, to demonstrate our appreciation of your voluntary contribution and outline what we will do to ensure you have a positive and rewarding experience volunteering with us.

Part 1 The organisation

We, *[insert name of organisation]* accept the voluntary service of *[insert name of volunteer]* beginning on *[date]*.

Your role as a volunteer is *[state nature and components of the work]*. This work is designed to *[state purpose of work in relation to its benefit to the organisation]*.

We commit to the following:

1. Induction and training

- To provide a thorough induction to *[insert name of organisation]*, its staff and volunteers, your volunteering role and the training necessary to assist you in meeting the responsibilities of this role.

2. Supervision, support and flexibility

- To define appropriate standards of our services, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your voluntary role
- To provide a named contact with the organisation who will meet with you regularly to discuss your volunteering, provide support if needed and ensure that you are enjoying the experience
- To do our best to help you develop your volunteering role with us and if appropriate support personal and professional development connected to the role

3. Expenses

- To reimburse the following expenses incurred by you in doing your voluntary work:
 - *[insert details of agreed expenses]*
- These will be reimbursed following the submission of an expenses claim form. *[You may wish to add further details of the process to do this]*.

4. Health and safety

- To provide adequate training and feedback in support of our health and safety policy.

5. Insurance

- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

6. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy.

7. Problems

- To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us
- In the event of an unresolved problem, to offer an opportunity to discuss the issues with a suitable representative from the organisation.

Part 2 The volunteer

I,*[insert name of volunteer]*, agree to be a volunteer with *[insert name of organisation]* and commit to the following:

1. To help *[insert name of organisation]* fulfil its purpose.
2. To perform my volunteering role to the best of my ability
3. To adhere to the organisation's rules, procedures and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers and clients *[delete/change as required]*.
4. To maintain any confidential information associated with the organisation.
5. To meet the commitments and standards expected, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement can be made.
6. To provide referees, as agreed, who may be contacted, and to agree to a police check being carried out where necessary *[delete/change as required to fit the guidelines in your country]*.

This agreement is binding in honour only, is not intended to be legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Agreed to by:

Volunteer signature: Date:

Organisation representative: Date: