

## **SAMPLE**

### **Volunteer Agreement**

This Volunteer Agreement is a description of the arrangement between us, (AnyOrg), and you (the volunteer) in relation to your voluntary work. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

#### **Part 1 AnyOrg**

We, AnyOrg, accept the voluntary service of (name of volunteer) beginning (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 thorough induction on the work of AnyOrg, its staff, your volunteering role and the training necessary to assist you in meeting the responsibilities of your volunteering 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 work
- To provide a personal supervisor who will meet with you regularly to discuss your volunteering and any associated problems
- To do our best to help you develop your volunteering role with us and to be flexible in how we use your volunteering.

##### **3. Expenses (examples given below)**

To reimburse the following expenses incurred by you in doing your voluntary work.

- Travel to and from home to (the office) and during your work as necessary
- Meal allowance to a maximum of £[ ] with a receipt and £[ ] per day without (to be eligible for lunch allowance you must work around meal times or for a minimum of [ ] hours a day.)
- Special clothing, where this is provided by you;
- Actual cost of crèche, childminding fees or other dependant costs incurred in order to be available for voluntary work.



Date:

Volunteer role: