

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.

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, a copy of which is set out in the Volunteers Handbook.

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.

Part 2 The volunteer

I,(full name in capitals), agree to be a volunteer with AnyOrg and commit to the following:

- To help AnyOrg fulfil its (write in your service here).
- To perform my volunteering role to the best of my ability
- 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.
- To maintain the confidential information of the organisation and of its clients.
- To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement can be made.
- To provide referees, as agreed, who may be contacted, and to agree to a police check being carried out where necessary.

My agreed voluntary time commitment is

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:
Volunteer signature On behalf of (AnyOrg)

Date:

Volunteer role: