

Template Volunteer Agreement

This volunteer agreement describes the arrangement between (name of club) _____

_____ and (name of volunteer) _____

We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your experience of volunteering with us enjoyable and rewarding.

Part 1: The organisation

Your role as volunteer is (state the nature of the work) _____

and starts on (date) _____. The work is designed to (state how the work benefits the organisation)

(Name of organisation) _____ commits itself to the following:

1. Induction and training

- To provide you with thorough induction on the work of (organisation) _____ and its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role. The Volunteer Handbook provides full details of the organisation.

2. Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them.
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems.
- To do our best to help you develop your volunteering role with us.

3. Expenses

- To repay these expenses, following procedures in the Volunteer Handbook:
 - travel to and from home to (the place of work) and during your work - see the Volunteer Handbook for rules on methods of travel and car mileage allowances
 - meal allowance to a maximum of £_____ with a receipt and £__ per day without - to be eligible you must work around meal times or for at least (4) hours per day
 - specialist clothing, where this is required and provided by you.
 - actual cost of crèche, child-minding fees or other dependent costs incurred in order to be available for voluntary work
 - subsistence allowance of £ _____ per day.

4. Health and safety

- To provide adequate training and feedback in support of our health and safety policy, a copy of which is in the Volunteer Handbook.

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 Volunteer Handbook.

7. Problems

- To try to resolve fairly any problems, grievances or difficulties you may have while you volunteer with us.
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteer Handbook.

Part 2: The volunteer

I, (volunteer's name) _____ agree:

- to help (name of organisation) _____ fulfil its (services) _____
- to perform my volunteering role to the best of my ability
- to follow the organisation's procedures and standards, including those relating to health and safety and equal opportunities, in relation to its staff, volunteers and clients
- to meet time commitments and standards agreed to, and to give reasonable notice so that other arrangements 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 commitment is _____

This agreement is binding in honour only, is not intend to be a 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.

Signed on behalf of (name of club): _____

Signature: _____ Position: _____

Name (print): _____ Date: _____

Signed by volunteer: _____

Name (print): _____ Date: _____

It is good practice to provide an agreed schedule of work and clear arrangements for all volunteers. This model and the one which follows will provide a basis for your own agreements.