

LOGO Here if Required

Sample volunteer agreement

This is a Volunteer Agreement the arrangement between [*name of organisation*] and you.

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

Part 1: the organisation

Your role as a volunteer is

It starts on

This work is designed to

[*Name of organisation*] commits to the following:

1. Induction and training

- To introduce you to the work of , the others involved, your volunteering role and the training you need to meet the responsibilities of this role.

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:

- Travel
- Meal allowance
- Specialist clothing
- Other

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 try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us;

Part 2: the volunteer

I agree:

- To help fulfil its services;
- To perform my volunteering role to the best of my ability;
- To follow the group’s procedures and standards
- To maintain the confidential information of the organisation and of its clients;
- To meet time commitments and standards agreed to and to give reasonable notice so other arrangements can be made when this is not possible;

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

Signed by

..... for [*name of organisation*]

..... [the volunteer]

Date