

# Volunteer Agreement

This Volunteer Agreement describes the arrangement between **[Organisation Name]** and **[NAME]**. 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 **[ROLE]** and starts on **[DATE]**. This volunteering role is designed to support the objectives of **[Organisation Name]**.

**[Organisation Name]** commits to the following:

### 1. Induction and training

- To provide thorough induction on the work of **[Organisation Name]**, 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 **[Organisation Name & Address]** and during your work: see the Volunteer Handbook for rules on methods of travel and car mileage allowances.
- Any other expenses incurred by you, while you are performing tasks/duties for Medway Volunteer Action.

### 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 and 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 agree:

- To help **[Organisation Name]** fulfil its Social Objects
  - ***[State what they are for your organisation]***
  -
- To help **[Organisation Name]** fulfil its Strategic Aims
  - ***[State what they are for your organisation]***
  -
- To perform my volunteering role to the best of my ability;
- To follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients;
- 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;
- To provide the name of two referees as agreed who may be contacted, and to agree to a police check being carried out where necessary.

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.

On behalf of <b>[Organisation Name]</b> by <b>[insert name]</b>	
Signed	
Date	

By <b>[insert name]</b> volunteer	
Signed	X
Date	

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By <b>[insert name]</b> volunteer	
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Date	