

Section 3 Volunteer Agreements

Sample Volunteer Agreement

This Volunteer Agreement describes the arrangement between **(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.

Section 1: The Organisation

Your role as a volunteer is **[state nature and components of the work]** and starts on **[date]**. This work is designed to **[state how the work benefits the organisation]**.

[Name of organisation] commits to the following:

1. Induction and training

- To provide thorough induction the work of **[organisation]**, 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 the following expenses following procedures which are in the Volunteer Handbook:

- Travel to and from home to **[the place you volunteer]** and any required as part of your volunteering role. See the Volunteer Handbook for rules on methods of travel and car mileage allowances.
- Meal allowance to a maximum of £ [] per day with a receipt **[To be eligible you must volunteer around meal times or for at least [5] hours a 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.

(Continued)

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 treated 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]** fulfil its **[services]**.
- 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 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 from this agreement.