**Volunteer Agreement (template)** 3/4/2020

Volunteers are an important and valued part of the team. We hope that you enjoy volunteering with us.

This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like us to consider any changes and we will do our best to accommodate these.

**We, [organisation/group name], will do our best to:**

* introduce you to how the organisation works and your role in it and provide any training you need.
* provide regular meetings with a main point of contact so that you can check understanding about how your tasks are organised, get feedback from us and pass on any feedback gathered through your volunteering. Your co-ordinator’s/supervisor’s name is [**enter name here**].
* respect your skills, dignity and individual wishes and to do our best to meet them.
* reimburse your travel and meal costs up to our current maximum, where agreed.
* consult with you and keep you informed of possible changes within the organisation.
* insure you against injury you suffer or cause due to negligence, where relevant.
* provide a safe workplace.
* apply our equal opportunities policy.
* apply our complaints procedure.

**I, [name of volunteer], agree to do my best to:**

* work reliably to the best of my ability, and to give as much warning as possible whenever I cannot volunteer when expected.
* work within the agreed scope and terms of the role and its stated guidelines/boundaries.
* follow [**organisation name**]’s rules and procedures, including health and safety, equal opportunities, safeguarding and confidentiality.
* work in partnership with other people at [**organisation name**].

**Signed on:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

**By (volunteer name):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By (supervisor name):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** this agreement is in honour only and is not intended to be a legally binding contract of employment.