**Volunteer Agreement Form**

This Volunteer Agreement is a description of the arrangement between us, **Insert your organization’s name**, and you (***the volunteer***) in relation to your voluntary work. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

**Part 1 Insert your organization’s name**

We, ***Insert your organization’s name***, accept the voluntary service of (*name of volunteer*) beginning (*date*).

Your role as a volunteer is (*state nature and components of the work*). This work is designed to (*state purpose of work in relation to its benefit to the organisation*).

We commit to the following:

**1. Induction and training**

To provide thorough induction on the work of ***Insert your organization’s name***, its staff, your volunteering role and the training necessary to assist you in meeting the responsibilities of your volunteering role, The Volunteers Handbook provides full details of the organisation.

**2. Supervision, support and flexibility**

To define appropriate standards of our services, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your voluntary work

To provide a personal supervisor who will meet with you regularly to discuss your volunteering and any associated problems

To do our best to help you develop your volunteering role with us and to be flexible in how we use your volunteering.

## 3. Expenses

To reimburse the following expenses incurred by you in doing your voluntary work in accordance with the procedures set out in the Volunteers Handbook:

Travel to and from home to (the office) and during your work as necessary: see the Volunteer Handbook for rules relating to methods of travel and mileage allowances for use of a car

Meal allowance to a maximum of £[ ] with a receipt and £[ ] per day without (to be eligible for lunch allowance you must work around meal times or for a minimum of [ ] hours a day.)

Special clothing, where this is provided by you;

Actual cost of crèche, childminding fees or other dependant costs incurred in order to be available for voluntary work.

**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 Volunteers 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 Volunteers Handbook.

**7. Problems**

To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered 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 Volunteers Handbook.

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### Part 2 The volunteer

I, …………………………………………..(*full name in capitals*), agree to be a volunteer with ***Insert your organization’s name*** and commit to the following:

To help ***Insert your organization’s name*** fulfil its (*write in your* *service here*).

To perform my volunteering role to the best of my ability

To adhere to the organisation’s rules, procedures and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers and clients.

To maintain the confidential information of the organisation and of its clients.

To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement 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 time commitment is …………………………………..**

**This agreement is binding in honour only, is not intended to be 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.**

**Agreed to: …………………………. …………………………**

**Volunteer signature On behalf of (*Insert your organization’s name*)**

**Date:**

**Volunteer role:**