

Appendix III

Sample Volunteer Agreement

Enter information about your organisation where indicated in grey and replace the words 'AnyOrg' with the name of your own organisation.

This volunteer Agreement is a description of the arrangement between us, (AnyOrg) and you (the volunteer) in relation to your voluntary work. The intention of this agreement is to assure you of our appreciation of your volunteering with us and to indicate our commitment to do the best we can to make your experience with us a positive and rewarding one.

Part 1 - AnyOrg

We, AnyOrg, 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 the purpose of the work in relation to its benefit for the organisation).

We commit to the following:

1. Induction and Training

To provide thorough induction on the work of AnyOrg, its staff, your volunteering role and the training necessary to assist you in meeting the responsibilities of your 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 procedures set out in the volunteers' handbook:
- Travel to and from home to (the work place) and during your work as necessary: see the volunteer handbook for rules relating to mileage and methods of travel
- Meal allowance to a maximum of £(..) with a receipt and £(..) per day without. [To be eligible to claim meal allowance you must work at least (..) hours a day.]
- Specialist clothing, where this is provided by you (with prior agreement)
- Actual cost of crèche, child minding fees etc. incurred in order to do voluntary work.

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4. Health & Safety

To provide adequate training and feedback in support of our health & 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 the equal opportunities policy, a copy of which is in the Volunteers Handbook.

7. Problems

To endeavour to resolve in a fair and just manner any problems, grievances or difficulties that 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.

Part 2 - The Volunteer

I, (full name in caps) agree to be a volunteer with AnyOrg and commit to the following:

1. to help AnyOrg fulfil its service/s.
2. to perform my volunteering role to the best of my ability.
3. to adhere to the organisation's rules, procedures and standards, including its equal opportunities policy and health & safety procedures in relation to staff, volunteers and clients.
4. to maintain the confidential information of the organisation and its clients.
5. to meet time commitments and standards undertaken other than in exceptional circumstances, and to provide reasonable notice so that alternative arrangements can be made.
6. to provide a referee, 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 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 created either now or at any time in the future.

Agreed to (volunteer's signature)..... (AnyOrg)

Date Volunteer Role