

# Volunteer Agreement



A volunteer agreement is the foundation of the working relationship between an organisation and its volunteers. A volunteer agreement clarifies the expectations of both parties in relation to length of time commitment, confidentiality, attendance at training, and adherence to the organisation's policies and procedures. Below is a sample volunteer agreement, which can be adapted to suit the needs of your organisation.

## Volunteer Agreement

This Volunteer Agreement demonstrates how we value our volunteers. We want to assure you that we appreciate your contribution to our organisation. We are dedicated to ensuring that you have a quality volunteer experience which is both productive and rewarding.

We agree to accept the volunteering services of:(Name) \_\_\_\_\_  
beginning on \_\_\_\_\_ and ending on \_\_\_\_\_  
The volunteer agrees to volunteer for \_\_\_\_\_ hours on the following days:

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

The volunteer role is: \_\_\_\_\_  
and the volunteer will be supervised by \_\_\_\_\_

### 'X' Organisation commits to the following:

- To provide adequate information and training so you may meet the expectations as described in your volunteer role description.
- To allow for a six-week trial period.
- To explain what is required of you and to support and provide encouragement to help you achieve the desired results.
- To assign you with a named supervisor who will provide you with regular support and supervision meetings and act as a 'go to' person.
- To treat you with respect and courtesy at all times.
- To be receptive to any comments and feedback from all our volunteers.
- To value and recognise our volunteers as a significant resource in achieving the goals of our organisation.

### The Volunteer commits to the following:

- To fulfill my role as outlined in the attached volunteer role description.
- To perform my volunteer role to the best of my ability.
- To follow the organisation's policies and procedures.
- To meet time and task commitments and to provide sufficient notice when not available.
- To act in a way that is in line with the aims and objectives of the organisation and that enhances the work of the organisation.

Agreed to by:  
Organisation's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Volunteer Signature \_\_\_\_\_

This volunteer agreement is binding in honour only, and is not intended to be a legally binding contract between the volunteer and the organisation. No employment relationship is intended by this agreement. This agreement may be cancelled at any time at the discretion of either party.