[Logo or organisation’s name]

Volunteer Agreement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Volunteer** |  |  | **Project (if relevant)** |  |
| **Volunteer Role** |  |  | **Location (if relevant)** |  |
|  |  |  |  |  |
| **Volunteer Supervisor** |  |  | **Supervisor’s Position** |  |
|  |  |  |  |  |
| {Insert organisation's name} agrees to:   * Provide a volunteer induction and to provide basic training where this is required for the volunteer role. * Provide opportunities for further training and workshops to enhance skills and knowledge. * Provide regular support to the volunteer from a named member of staff. * Provide an opportunity to meet other volunteers where possible. * Conduct regular reviews with the volunteer. * Ensure volunteers are adequately insured while carrying out their duties. * Reimburse the cost of basic travelling expenses and other out of pocket expenses as detailed in the Volunteer Policy. * Provide information about organisational practice and procedures relating to the volunteer’s role * Volunteers will have access to {insert organisation’s name} complaints procedure. * Provide references for volunteers if this is deemed appropriate and after consultation and discussion with staff and volunteer. * Adhere to our Equal Opportunities Policy when dealing with volunteers. | |  | The Volunteer agrees to:   * Undertake the volunteer induction and complete any training deemed necessary to the volunteer role. * Participate in regular individual support sessions with their supervisor either face to face, by email or on the phone. * Attend volunteer support group meetings, where appropriate. * Maintain confidentiality at all times. * Observe and adhere to {insert organisation’s name} policies and codes of practice. * Keep {insert organisation’s name} informed of any changes to your circumstances. * Provide accurate records of any out of pocket expenses incurred and retain any receipts. * Provide notice of intention to cease volunteering with {insert organisation’s name}. * Adhere to our equal opportunities policy. | |

This agreement sets out {insert organisation’s name}’s commitment to the above volunteer and the expectations we have of our volunteers. By drawing up this agreement there is no intention to create a contract between the above volunteer and {insert organisation’s name}.

Signed (Supervisor): Signed (Volunteer):

Date: Date: