



## Sample Volunteer Agreement

This document is an example of a volunteer agreement to help with developing policies for your organisation or group.

### Key Points:

A volunteer agreement should be used to explain what a volunteer can expect from an organisation or group and set out your commitment to volunteers. It should be a mutual exchange of information which clarifies how both parties can benefit from the volunteering experience.

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### Volunteer Agreement

This volunteer agreement describes the arrangement between Anywhere Town Bumblebee Foundation ("ORG NAME")\*and you as a volunteer. It is a mutual exchange to clarify how we will both benefit from the volunteering experience. We appreciate your commitment to us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

#### Responsibilities of "ORG NAME":

"ORG NAME" accepts responsibility to support the volunteering of:

**Name:**

**Date:**

**Your role as a volunteer:**

**How this role will benefit "ORG NAME":**

**Named contact:**

**"ORG NAME" is committed to:**

Induction: To provide a thorough induction of the work of "ORG NAME", its staff, your volunteering role and the support you need to meet the responsibilities of your role.

- Supervision, support and flexibility:
- To explain the standards we expect and to encourage and support you to achieve and maintain them.
- To provide a named person who will be your "Volunteer Manager". This person will discuss your volunteering and any achievements and issues arising on a regular basis.
- To do our best to help you develop your volunteering role with us. \*Anywhere Town Bumblebee Foundation ("ORG NAME") is a fictitious organisation. ©Volunteer Scotland

- To be flexible in relation to your volunteering hours, recognising your need for holiday time and other commitments.
- To honour the time commitment you have agreed to give us and not to expect more from you unless offered and agreed.
- Training: To provide training required to undertake the role.
- Expenses: To reimburse agreed out-of-pocket expenses following procedures set out in our Expenses Policy.
- Health and Safety: To provide adequate training and follow up on any feedback or questions you may have regarding our Health and Safety Policy.
- Insurance: To provide adequate insurance to cover for volunteers whilst undertaking volunteering approved and authorised by us.
- Equality and Diversity: To ensure that all volunteers are treated fairly and in accordance with our Equality and Diversity Policy.
- Problems: To try to resolve fairly grievances or difficulties you may have whilst you volunteer with us before they become problems. In the event of an unresolved problem, to offer an opportunity to discuss the issue in accordance with our Problem Solving Policy.

## **Responsibilities of the volunteer**

I, (volunteer name) \_\_\_\_\_ agree to volunteer with “ORG NAME” and am committed to the following:

- To performing my volunteering role to the best of my ability.
- To follow “ORG NAME”’s policies and procedures.
- To maintain the confidential information of “ORG NAME”.
- To meet time and other commitments as agreed expect in exceptional circumstances and given reasonable notice so that other arrangements can be made.
- To work as agreed in my volunteer role description.
- To provide references and to agree to checks under the Protection of Vulnerable Groups

(PVG) scheme as required.

This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party.

Need extra help?

If you would like more help or advice in relation to this sample policy please contact your local volunteer Centre Office on Telephone: 01851 700366 [www.volunteeringwesternisles.co.uk](http://www.volunteeringwesternisles.co.uk)

Or

Volunteer Scotland, Jubilee House, Forthside Way, Stirling, [www.volunteerscotland.net](http://www.volunteerscotland.net)