**Example of a Volunteer agreement**

This volunteer agreement says

* what you can expect from us and
* what we can expect from you

We hope you will enjoy being a volunteer.

Please read the agreement carefully.

Ask us if you do not understand anything.

**This is not a legal contract.**

**Volunteers do not have any employment rights.**

You can choose to stop volunteering with us at any time.

If you have any questions, you can ask the volunteer co-ordinator. He or she will support you and check that you are happy and that your volunteering is going well.

|  |
| --- |
| Your volunteer co-ordinator’s name is: |
|  |
| We would like you to start on: |
|  |
| This is what we would like you to do |
|  |
| Where you will be volunteering: |
|  |

**What you can expect from us**

When you start, we will tell you about

* our group
* the workers
* what we would like you to do
* any training you can get
* any expenses we will pay

We will support you. We will check how your volunteering is going and if you are happy.

We will explain our Health and Safety Policy to you. We will give you training if we want you to use any equipment.

We will:

* explain what we expect and help you to do it
* ask the volunteer co-ordinator to meet you every month to see how you are getting on
* do our best to help you develop your volunteering role with us.

Sometimes it costs money to be a volunteer.

These costs are called **expenses**.

We will repay your expenses for

* travel between your home and the office
* travel when you are volunteering

We will treat everyone fairly. We have an equal opportunities policy. We will give you a copy of the policy.

We have a volunteer’s complaints policy. It says what to do if you have any problems. We will give you a copy of the policy.

**What we expect from you**

We expect you to

* help us do our work
* do the best you can for us
* follow our policies
* keep information confidential
* tell us if you cannot do something
* phone us if you are not coming in
* give us the names and addresses of 2 people who can give us a reference about you
* agree to a DBS check (if you need one for this volunteering)

Signed (Volunteer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Chair) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_