

VOLUNTEER AGREEMENT EXAMPLE

Entered into between

[your project name]

(Herein after referred to as “the Organization”)

And

Printed Name

(Herein after referred to as "the Volunteer")

1. Nature of Agreement

The position of Volunteer at the Organization is a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work - neither the Organization or the Volunteer intend any employment or contractual relationship to be created i.e. you are not an employee, independent contractor or consultant at the Organization.

If this changes at any time, and there is a possibility that you might undertake paid work for the Organisation or be involved in vocational training, the Organization will discuss this with you and document the arrangement in a formal employment contract, contract for services or other arrangement.

2. What You Can Expect When Volunteering at the Organization

The Organization values its volunteers and will endeavour to provide you with:

- Description, written or verbal, of your position so you understand your role and the tasks you're authorized to do
- Orientation and all the training necessary for the volunteer position
- A safe environment in which to perform your role

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- Respect for your privacy, including keeping your private information confidential
- A supervisor, so that you have the opportunity to ask questions and get feedback

3. What the Organization Expects From its Volunteers

The Organization expects that all Volunteers will:

- Support the Organization's goals and objectives and do everything in their power to promote and achieve them
- Participate in all orientation and training programs
- Only undertake duties you're authorized to carry out and always operate under the direction and supervision of nominated staff or and obey reasonable directions and instructions
- Understand and comply with the Organization's policies and procedures i.e. Human Resource Policy, Employment Equity, Child Protection Policy etc.
- Behave appropriately and courteously to all staff, students and any other party or parties the Organization has relations with
- Notify the organization, in due time, if you wish to change the nature of your contribution
- Be open and honest in all their dealings with the organization
- Comply with local laws at all times

4. Contact Person or Supervisor

Your supervisor at the Organization will be **[enter supervisor name]**. If you have any questions or require assistance regarding your role in the Organization, please contact this person as soon as possible.

5. Duration of Volunteer Agreement

The duration of this agreement is **six (6)** months commencing on _____ until _____.

Upon the expiry date of this agreement, the agreement between the Organization and the Volunteer will come to an end and neither party intends for a contractual or employment relationship to be created.

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6. Training

The Organization is committed to providing suitable training in support of the Organization's Child Protection policy. For this reason, it's the Organization's policy that all employees and volunteers undergo a one-hour Child Protection Policy training session before or as soon as possible after commencement of their employment or volunteer position.

7. Volunteer Expenses

The Organization will not reimburse the Volunteer for any out-of-pocket expenses the Volunteer may incur in order to carry out any and all tasks related to the Volunteer position; the Volunteer agrees to take on all financial responsibilities related to the position.

8. Media Agreement

At the discretion of the Organization's management, any violation of the expectations outlined below may lead to the termination of your volunteer position with the Organization.

- 1) I agree to maintain the confidential information of the organization.
- 2) I understand that all activities and reporting conducted while volunteering is associated with the Organization and must be mentioned and credited in all media presentations, including but not specific to written articles, television, or film.
- 3) Any publicity in association with this project must be approved directly through the Organization's communications department. Do not speak with media unless authorized first by the Organization.
- 4) I agree to provide the Organization with a copy of any pictures taken at the Organization related events.
- 5) I agree not to post any photos, video or writing on the internet that is Organization-related (including Facebook, personal blogs). This does not include sharing or linking media content that originated from the Organization (e.g. sharing the Organization's Facebook post/photo).

9. Background Check

As a condition of volunteering, I give permission for the Organization to conduct a background check on me, which may include a review of sex offender registries, child abuse, and criminal activity records. I understand that, if appointed, my position is conditional upon the Organization receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability to the Organization, the employees and volunteers thereof, or any person or organization that may provide such information.

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Please sign to acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions

I hereby grant to the Organization, and its authorized agents, vendors, officers, directors, employees, licensees, affiliates, successors, and assigns the non-exclusive, irrevocable, perpetual, world-wide right and license to use, reproduce, display, perform, edit, create derivative works of, and distribute, in whole or in part, any photographs and/or recordings taken by me during activities sponsored by the Organization, for any purpose, in any and all manner or media now known or hereinafter developed.

Volunteer Name

Volunteer Signature

Date

[Project name - Title of Representative]
