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| A close up of a logo  Description automatically generated | **[Model Volunteer Agreement]** |
| [Template] |

**Volunteer Agreements**

These sample volunteer agreements are a starting point to help you draft one that suits your organisation. Feel free to adapt them to suit your needs. The first is more formal and detailed than the second one. A volunteer agreement helps both the organisation and its volunteers by making expectations clear. They also address the unlikely possibility of volunteers being considered employees in the eyes of the law.  
A volunteer agreement is usually one of a set of volunteering documents, which includes, for example, a volunteer policy and role description.

**Model Agreement One**

This Volunteer Agreement describes the arrangement between [NAME OF ORGANISATION] and you, the volunteer. We wish to assure you of our appreciation of your volunteering with us and our commitment to do the best we can to make your experience with us enjoyable and rewarding.

**Part One: The Organisation**

Your role as a volunteer is [NAME OF ORGANISATION] and starts on [00/00/0000]. The purpose of this role is to [STATE HOW THE ROLE BENEFITS THE ORGANISATION].

[NAME OF ORGANISATION] commits to the following:

Induction and Training

To provide thorough induction on the work of [NAME OF ORGANISATION], its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role. The Volunteer Handbook provides further details of the organisation.

Supervision, Support and Flexibility

To explain the standards, we expect for our services and to encourage and support you to achieve and maintain them. [NAME OF ORGANISATION] will provide a named person who will meet with you regularly to discuss your volunteering, your support needs and any issues that may arise. Through our support systems we will do our best to develop your volunteering role with us.

Expenses

To repay these expenses following procedures in the Volunteer handbook:

* Travel to and from home to [THE LOCATION OF VOLUNTEERING] and during your volunteering: see the Volunteer Handbook for details on methods of travel and car mileage allowances.
* Reimbursement of out of pocket meal costs to a maximum of £ [00.00] (with receipts). To be eligible you must volunteer around mealtimes or for at least [00] hours a day.
* Specialist clothing where this is required and provided by you.
* Actual cost of crèche, childminding fees or other dependant costs incurred in order to be available for volunteering.

Health and Safety

* To provide adequate training and feedback in support of our health and safety policy, a copy of which is in the Volunteer Handbook.

Insurance

* To provide adequate training and feedback in support of our health and safety policy, a copy of which is in the Volunteer Handbook.

Equal Opportunities

* To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is set out in the Volunteer Handbook.

Handling Problems

* To try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us.
* In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in the Volunteer Handbook.

**Part Two: The Volunteer**

The volunteer commits:

* To help [NAME OF ORGANISATION] fulfil its mission.
* To perform the agreed volunteering role to the best of your ability.
* To follow the organisation’s procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients.
* To maintain the confidentiality of information about the organisation and of its clients.
* To meet agreed commitments and standards and to give reasonable notice so other arrangements can be made when this is not possible.
* To provide referees as agreed who may be contacted, and to agree to a DBS check being carried out where necessary.

This agreement is binding in honour only; it is not intended to be a legally binding contract and may be cancelled at any time at the discretion of either party. No employment relationship is intended either now or at any time in the future.

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| --- | --- |
| **SIGNED**  **(Volunteer)** | [INSERT SIGNATURE/DIGITAL SIGNATURE] |
| **DATE** | 00/00/0000 |
| **SIGNED**  **(on behalf of the organisation)** | [INSERT SIGNATURE/DIGITAL SIGNATURE] |
| **DATE** | 00/00/0000 |

**Model Agreement One**

Volunteers are an important and valued part of [NAME OF ORGANISATION] We hope that you enjoy volunteering with us and feel a full part of our team. This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best.

We, [NAME OF ORGANISATION], will do our best:

* To introduce you to how the organisation works and your role in ti and to provide any training you need. The initial training agreed is [STATE AGREED TRAINING]
* To provide regular meetings with your manager so that you can tell us if you are happy with how your work is organised and get feedback from us. Your manager’s name is [INSERT MANAGER'S NAME]
* To respect your skills, dignity and individual wishes and to do our best to meet them.
* To reimburse your out of pocket travel and meal costs.
* To consult with you and keep you informed of possible changes.
* To insure you against injury you suffer or cause due to negligence.
* To provide a safe environment.
* To apply our equal opportunities policy.
* To apply our complaints procedure if there is any problem.

I, [NAME OF VOLUNTEER], agree to do my best:

* To volunteer reliably to the best of my ability, and to give as much warning as possible whenever I cannot volunteer as expected.
* To follow [NAME OF ORGANISATION]’s rules and procedures, including health and safety, equal opportunities and confidentially.  
    
  Note: this agreement is in honour only and is not intended to be a legally binding contract of employment.

|  |  |
| --- | --- |
| **SIGNED** | [INSERT SIGNATURE/DIGITAL SIGNATURE] |
| **DATE** | 00/00/0000 |

**This is a template document, please amend and use as appropriate,**

**we suggest that you set up with your own logo and branding.**

The information provided in this sheet is intended for guidance only. It is not a substitute for professional advice and we cannot accept any responsibility for loss occasioned as a result of any person acting or refraining from acting upon it.

**Disclaimer**



Third Sector Support Wales is a network of support organisations for the whole of the third sector in Wales.

It consists of the 19 local and regional support bodies across Wales, the County Voluntary Councils (CVCs) and the national support body, Wales Council for Voluntary Action (WCVA).

For further information contact

<https://thirdsectorsupport.wales/contact/>