

## Appendix C – Volunteer Agreement template

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*Insert your organisation name / logo*

# Volunteer Agreement

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This Agreement is between: \_\_\_\_\_ Volunteer [you]  
and \_\_\_\_\_ Organisation [us/we]

The Agreement starts on *(date)*: \_\_\_\_\_

The days and time you agree to work are: Days: \_\_\_\_\_ Hours: \_\_\_\_\_

The location of the work will be: \_\_\_\_\_

### Volunteer role:

The purpose of this role is to provide: \_\_\_\_\_ *(e.g. Backstage support)*

### The main tasks:

You will work on the tasks described in the *Volunteer Task Description* as agreed with you (attached).

### Commitments:

- You agree you will work as a volunteer and will not be paid for your work.
- You can be reimbursed for your actual and reasonable expenses by us (with receipts).
- You will tell us (the manager or co-ordinator) if you are unable to work on the agreed day and time. You will give us as much notice as you can.
- We will provide you with induction, training, support and feedback.
- Feedback session will take place at least once every six months / year or after a project or event is completed.
- You will resolve problems by raising concerns with your manager or the Volunteer Co-ordinator. If the matter is not resolved that way, you can contact the Chief Executive.
- You will maintain confidentiality and will not tell any other person about information you find out through your work with us.
- You will follow our policies, procedures and rules and Code of Conduct.
- You will keep yourself and others safe and will follow our health and safety information and directions.

Either you or we can end this agreement at any time by giving **x** days notice to the other party that it will not continue.

### Declaration:

I have read and understood the commitments and requirements in this Agreement, and I accept them fully.

Signed: \_\_\_\_\_  
*Volunteer [you]*

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
*Organisation's Chief Executive [us]*

Date: \_\_\_\_\_