



## VOLUNTEER AGREEMENT TEMPLATE

*PLEASE NOTE: THIS IS A GENERIC, SAMPLE AGREEMENT. IT IS NOT LEGAL ADVICE, AND MAY NOT SUIT YOUR ORGANISATION. YOUR ORGANISATION WILL NEED TO DRAFT AN AGREEMENT TO SUIT YOUR CIRCUMSTANCES AND MAY WANT TO SEEK PROFESSIONAL LEGAL ADVICE ON THIS.*

### *SAMPLE VOLUNTEER AGREEMENT FORM*

Thank you for agreeing to be a volunteer at [This Organisation]. Volunteers provide an invaluable support to our business and enhance our ability to provide value to our audiences and stakeholders.

This *Volunteer Agreement* has been developed to ensure that volunteers fully understand their role, rights, and responsibilities, and to ensure that you have the best possible experience as a volunteer of [This Organisation].

*This is an Agreement between:*

[Insert volunteer name] (referred to in this document as ‘the volunteer’ or ‘you’) and [This Organisation] (sometimes referred to in this document as ‘we’).

Please note: This Agreement is not intended to be a legally binding contract between us and may be cancelled at any time by either party.

#### 1. *You are a volunteer*

The role of [insert volunteer role title] at [This Organisation] is a volunteer role. This means you are not an employee of, or contractor to [This Organisation], and, if you accept the role, you will not receive remuneration or payment for your work, other than reasonable reimbursement of expenses.

Neither [This Organisation] nor you intend any employment or contractual relationship to be created.

#### 2. *What [This Organisation] asks of its volunteers*

We ask that you:

- Support [This Organisation]’s aims and objectives
- Attend and participate in relevant induction and training sessions for volunteers
- Understand and comply with the organisation’s policies and procedures
- Only perform duties you are authorised to perform and always operate under the direction and supervision of [This Organisation]’s staff
- Obey reasonable directions and instructions
- Notify your supervisor or another member of staff of any health and safety issues, accidents, or incidents as soon as you note them

- Behave appropriately and courteously to all staff, customers, and the public during the performance of your role
- Use [This Organisation's] property or equipment safely and only while undertaking your volunteer role; and return it to upon completion
- Advise us if you wish to alter your volunteer role (duties, hours, responsibilities etc)
- Advise [This Organisation's] staff if anything arises that makes you unsuitable or unable to legally carry out your volunteer role
- Always comply with the law

### *3. What you can expect when volunteering at [This Organisation]*

[This Organisation] values its volunteers and we will endeavour to provide you with:

- A written role description so you understand your role and the tasks you are authorised to perform
- A full induction and orientation to your volunteer role
- A safe environment in which to perform your role
- Adequate training and supervision to enable you to perform your volunteer role
- Reimbursement for reasonable (pre-approved) expenses so you are not out-of-pocket because of volunteering for [This Organisation]
- Insurance to cover you for the volunteer duties we ask you to perform
- Respect for your privacy, including keeping your personal information confidential

### *4. Your Contact at [This Organisation]*

Your contact person at [This Organisation] will be [insert volunteer manager's name and contact details].

If you have any questions or concerns about your role, your health and safety, or if you need any assistance to help you perform your role, please contact [insert volunteer manager's name] as soon as possible.

### *5. Role description and details*

Your role description [insert volunteer role title] will help you understand your role and the tasks you are authorised to perform.

If you are unsure whether a particular task or work is part of your role, or who you can and cannot receive directions and instructions from, please talk to your contact person at [This Organisation].

### *6. The health and safety of you and others*

[This Organisation] has safety obligations towards:

- Staff and contractors employed by us
- You, in your capacity as a volunteer at [This Organisation]
- The people that you interact with as a part of your volunteer role

#### **Key things for you to note as a volunteer:**

You may be personally liable (that is legally or financially responsible) for any harm or damage caused to yourself or others if you act

1. Outside of the volunteer role description
2. Outside of the instructions given to you, or
3. You are affected by drugs or alcohol while volunteering

This is why it is very important that you only perform the tasks in your role description and that you follow the instructions of your contact person [insert volunteer manager's name] and [This Organisation]'s staff.

It also means that as a volunteer, you have responsibilities - these include:

- Taking reasonable care for your own health and safety
- Taking reasonable care for the health and safety of others
- Complying with any reasonable instruction by [This Organisation]
- Letting [This Organisation] know of any concerns you may have about safety or fitness in performing your role, and
- Cooperating with the policies and procedures of [This Organisation]

### *7. Induction and training requirements*

All volunteers at [This Organisation] are required to undertake induction and training before starting their volunteer role. This process will confirm

- The Organisation's rights and responsibilities
- Occupational Health & Safety guidelines and legal requirements
- Your rights and responsibilities as a volunteer
- The duties of your role

### *8. Your information*

Before you can start the volunteer role, we need the following information: your full legal name, address, contact details, emergency contacts and [insert CV, ID checks, reference checks, Police Background checks, Working with Children checks and/or licence checks if required].

### *9. Confidential information*

Volunteers may be given access to [This Organisation]'s confidential information as part of, or to assist them with their role. Confidential information includes any information about [This Organisation], its business, services and clients which has been designated by [This Organisation] as confidential or which is, by its nature, confidential or proprietary to [This Organisation].

You are not permitted to use or disclose any confidential information for any purpose other than the proper discharge of your duties as a volunteer of [This Organisation].

### *10. Volunteer expenses and benefits*

As a volunteer, [This Organisation] will reimburse you for any pre-approved reasonable out-of-pocket expenses that you incur whilst performing your volunteer role.

Please note:

You will need prior approval and will always need to produce receipts for reimbursement.

We may sometimes provide you with other benefits as part of your volunteering role (examples include training, free food, accommodation, event entry, clothing, or equipment). Where this occurs, it is on a gratuitous basis at the discretion of [This Organisation] and is not payment in lieu of salary.

### *11. Insurance*

We are committed to providing adequate insurance cover for volunteers while carrying out their volunteering roles that have been approved and authorised by us.

[This Organisation] has the following insurances: [list relevant insurances here]

To ensure this insurance covers you for any incidents that may occur while you are volunteering with us, you need to: [include details of what the volunteer needs to do, for example, report an incident as soon as it has occurred, sign in each time you volunteer]

The following will not be covered by our insurance:

- Actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permission from us
- Criminal activity (including criminal charges arising out of driving incidents), and
- Dishonest or reckless activities (for example turning up intoxicated)

### *12. Intellectual Property*

You agree to transfer all intellectual property rights and interests (including copyright) of any ideas or materials you create relating to your provision of voluntary services at [This Organisation].

You consent to the use by [This Organisation] of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.

### *13. Consent to use photographs and images*

You [agree/do not agree] that [This Organisation] may take photographs and video footage of you carrying out your volunteer work and using it for the purposes of marketing and promotion of [This Organisation] and its goods or services. This may include printed and digital marketing, including the use of your image on social media platforms.

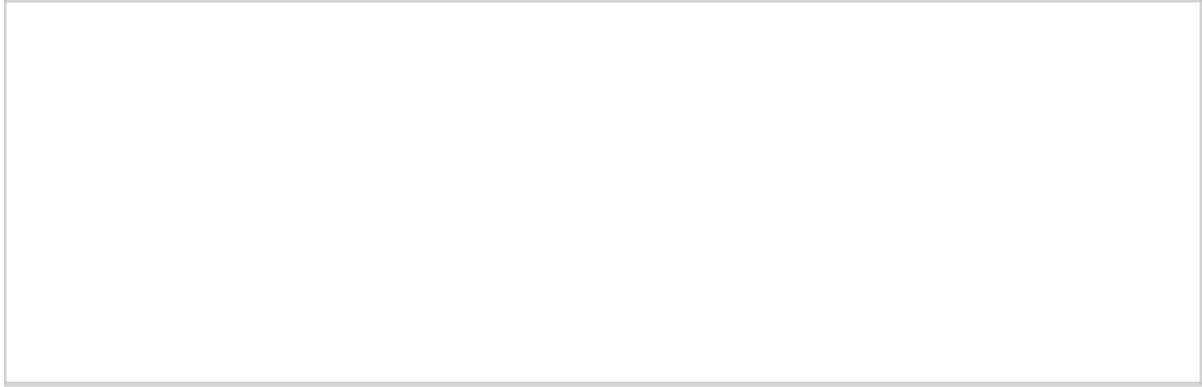
Page Break Please sign below to acknowledge that you have read and understood this volunteer agreement and have had an opportunity to ask questions.

### *VOLUNTEER APPLICANT DECLARATION*

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Signature

Date



*[THIS ORGANISATION] VOLUNTEER MANAGER (OR DELEGATE)*

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Signature

Date