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| **Sample Volunteer Agreement** | | | | |
| **Volunteer Name:** |  | | | |
| **As a volunteer, I agree to:**   * Abide by and support the philosophy, policy and guidelines of [*Organisation Name*] * Act in the best interests of the organisation * Maintain confidentiality * Abide by safety and risk management requirements * Inform the organisation of any health and safety requirements I have * Carry out the tasks outlined in the Volunteer Role Description * Attend on the agreed time and date, or contact the appropriate person if I am not available * Participate in orientation, meetings and training as required * Raise any matters of concern with [*Full Name*], [*Position*]   *[For Volunteer Drivers – delete if not relevant]*   * Use a warranted, registered and insured vehicle when driving for the organisation * Notify the organisation of loss of license or driving-related charges. | | | | |
| **The organisation agrees to:**   * Provide information about the organisation * Provide orientation, support, training and supervision * Provide a safe working environment * Provide opportunities for input into the organisational plan and evaluation * Reimburse for pre-approved expenses * Acknowledge and recognise the contribution of volunteers to the organisation * Conduct a review of the role on a regular basis, to discuss the role, review specific tasks, provide an opportunity for feedback and address any identified issues. | | | | |
| **Confidentiality Agreement:** | | | | |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree that any information heard, observed or obtained during the course of my role, shall remain confidential to [*Organisation Name*].  I agree that I shall not discuss any confidential information obtained as a volunteer with anyone, other than [*Volunteer Manager*]. | | | | |
| **Volunteer Signature:** |  | **Date:** |  | |
| **Volunteer Manager Name:** |  | | | |
| **Volunteer Manager Signature:** |  | **Date:** | |  |