|  |
| --- |
| **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:** |  |