<Organisation Name> – Volunteer Agreement

**Volunteer’s 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
* carry out the tasks outlined in the Volunteer Role Description
* attend on the agreed time and day or contact the appropriate person if I am not available
* participate in orientation, meetings, and trainings as required
* raise any matters of concern with *<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, every <3 months / 6 months>, 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 at <organisations name>, shall remain confidential to <organisations name>. I agree that I shall not discuss any confidential information obtained as a volunteer with anyone, other than <Volunteer Co-ordinator or Manager>.

*Volunteer’s signature* Date

*Volunteer Co-ordinator’s name*

*Volunteer Co-ordinator’s signature* Date