[Insert organisation name/logo]

# VOLUNTEER AGREEMENT TEMPLATE

 **[Insert organisation name]** is committed to ensuring volunteers receive respect and support in carrying out their volunteering within the organisation. The Volunteer Agreement supports the volunteer and the Supervisor to agree on expectations and obligations for the duration of the volunteering.

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| **Volunteering details** |
| **Volunteer name** |  |
| **Supervisor**  |  |
| **Start date** |  | **End date** |  |
| **Days/times of attendance**  |  |

### 1. Volunteer agreement

* Sign and comply with the organisation Code of Conduct
* Attend the organisation on the days/hours agreed to
* Notify the organisation’s supervisor or nominated alternative as soon as possible via an appropriate and agreed upon method if unable to attend the agreed days/times
* Advise of known medical factors, including medication or treatment, that may affect the volunteers ability to carry out their volunteer duties (attach details of relevant information if applicable)
* Be aware of and adhere to relevant organisational policy and procedures
* Participate in formal supervision sessions with supervisor as mutually agreed **[insert details]**
* Request informal supervision when required
* Expect honest and constructive feedback from supervisor and other staff
* **[Additional obligations to be added in consultation with the organisation’s supervisor and volunteer if necessary]**

### 2. The organisation supervisor agreement

* Provide formal and informal supervision of the volunteer as mutually agreed **[insert details]**
* Act in accordance with the organisation workplace responsibilities, including those set out in the organisation Code of Conduct
* Confirm that the volunteer is covered by insurance through the organisation
* Provide honest and constructive feedback
* Identify alternative supervision and support for the volunteer when not available
* **[Additional obligations to be added in consultation with the organisation’s supervisor and volunteer if necessary]**

### 3. Placement variation or cancellation

* This agreement may be varied or amended by further agreement between the volunteer on placement and the appointed organisation’s supervisor
* The volunteer may terminate this agreement at any time by providing written notice
* The organisation may terminate this agreement at any time by providing written notice to the volunteer.

### 4. Information to assist the organisation and the volunteer in completing the work placement

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### 5. Specific requirements for the volunteer to undertake the work placement

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| **Volunteer** |
| **Name**  |  |
| **Signature** |  | **Date** |  |
| **Supervisor**  |
| **Name**  |  |
| **Signature** |  | **Date** |  |