

Thank you for choosing to volunteer with [Organisation Name] to give your time to help us with the work we carry out in the local community. We hope that you will both enjoy and benefit from your volunteering experience with us.

[Organisation Name] is committed to making sure our volunteers are supported and valued during their time with us. You will be provided with your own personal copy of our Volunteer Handbook, which we hope will help you to understand more about volunteering with [Organisation Name] and how your volunteering role fits in with the services we provide. You will also find any further information and guidance associated with your volunteering within the handbook.

In addition to this, we have also created a Volunteer Policy which provides further information in relation to recruitment, induction, management and support of our volunteers. Your induction will be carried out by your Volunteer Coordinator who will be your first point of contact for the duration of your volunteering.

This volunteer agreement highlights the arrangements made between

_____ **(organisation name) and**

_____ **(volunteer) which will commence on**

_____ **(date).**

The Volunteer Coordinator assigned to you will be _____.

Volunteers can expect [Organisation Name] will:

- Have a clear understanding of their volunteer role
- Respect the skills, dignity and individual needs of the volunteer and to do our best to adjust to these individual requirements
- Have a volunteer supervisor/point of contact
- Receive a satisfactory induction and regular supervisory support
- Provide adequate information, training and assistance for volunteers to be able to meet the responsibilities of their volunteer role
- Ensure the volunteer is covered by adequate insurance whilst undertaking volunteering activities which have been authorised by [Organisation Name]
- Ensure volunteers have a safe volunteering environment and are provided with any necessary equipment required for the role
- Reimburse any agreed out of pocket expenses (including travel expenses)
- Ensure volunteers know that personal information held about them will only be shared with [Organisation Name] staff members on a “need to know” basis, and is stored in compliance with data protection
- Have agreed comfort breaks and time away for holidays etc
- Provide a reference in recognition of their volunteering contribution at exit point

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[Organisation Name] expects its volunteers:

- To adhere to the organisation's rules and procedures, including record keeping requirements and confidentiality of organisation and client information
- To be respectful of all people they come into contact with for the duration of their volunteering in relation to backgrounds, beliefs, circumstances and capabilities
- To be polite and maintain good relationships with other volunteers, services users and staff members
- To let the Volunteer Coordinator know if they are unable to attend the agreed volunteering session, if they have a problem associated with their volunteering or if they wish to end their volunteering with [Organisation Name].
- To give their best and perform volunteer activities to best of their ability

This agreement is not intended to be a legally binding contract and may be cancelled at any time at the discretion of either party. Neither party intend any employment relationship to be created now or at any point within the future.

Signed (by volunteer): _____ Date: _____

Signed (by Volunteer Coordinator): _____ Date: _____

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Related Documents:

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