

# Sample Volunteer Agreement

This agreement is made between \_\_\_\_\_ hereinafter referred to as “the organisation” and the individual named in the volunteer details section below, hereinafter referred to as ‘the volunteer’.

Volunteer Details			
Full Name:		Address:	
Phone (AH):			
Phone (BH):			
Mobile:		Email:	
Volunteer Position Title:			
Notice to be given prior to termination of engagement (by the organisation or volunteer):		Date of Commencement of Engagement:	
Accountable to:		Date of Conclusion of Engagement:	
Responsible for:		Expected weekly time commitment:	
<b>Roles and Duties:</b>	See position Description for _____ which forms part of this agreement. The organisation will supply the volunteer with a copy of this Position Description upon engagement.		
<b>Code of Conduct:</b>	See Code of Conduct for _____ which forms part of this agreement and the organisation will supply the volunteer with a copy of this Code of Conduct upon engagement.		
<b>Relevant Documents and Policies:</b>	The volunteer will have a detailed understanding of the following documents and policies and will abide by them at all times. The organisation will supply a copy of these documents and policies to the volunteer upon engagement:		
<b>Volunteer Benefits:</b>	Benefits the volunteer will receive.		
<b>Comments:</b>	To be completed by the volunteer at the end of the engagement to provide information to improve the voluntary position.		

*Note: It is recommended that organisations seek legal advice regarding the implementation of Volunteer Agreements to ensure that they protect the rights of both parties (the prospective volunteer and the organisation), are not discriminatory in any way and will meet the needs and expectations of both parties for the duration of the agreement.*