



SAMPLE: VOLUNTEER AGREEMENT

Organisation Name (This must show the organisation's legal name)

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 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)

- Use a warranted, registered, and insured vehicle when driving for the organisation
- Notify the organisation of loss of license of 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 recognised the contribution of volunteers to the organisation

Confidentiality Agreement

I, _____ agree that any information heard, observed or obtained during the course of my work at (*organisation name*), shall remain confidential to (*organisation name*). I agree that I shall not discuss any confidential information obtained as a volunteer with anyone other than the (*Volunteer Coordinator or Manager*).

Volunteer's signature _____ Date _____

Coordinator's name _____

Coordinator's signature _____ Date _____