**MODEL VOLUNTEER AGREEMENT**

This document outlines the expectations and understanding between **[Organisation Name**] and **[Volunteer Name]**. It is not a contract of employment and is not legally binding. Its purpose is to support safe, clear, and rewarding volunteer service.

## 1. Volunteer Role

**[Insert role title here]**

[Brief bullet list of tasks or attach task description as an appendix]

## 2. Time Commitment

[Insert typical hours/days or schedule]

If you are unable to attend as expected, please let your supervisor know as soon as possible.

## 3. Support and Supervision

**[Insert supervisor name]**

- An introduction to our organisation and your role. (Details: [e.g. orientation date, induction format])

- Access to relevant training. (Details: [e.g. safeguarding training, First Aid, data protection])

- Ongoing support and guidance from your supervisor.

Additional guidance is available in the following documents:

[List titles or attach: e.g. Volunteer Handbook, Safeguarding Policy]

## 4. Safeguarding, Conduct, and Confidentiality

- You agree to follow the organisation’s safeguarding and conduct guidelines.

- Confidential information gained through your volunteering must not be shared without permission.

- You will be expected to respect the privacy and dignity of those you serve and work with.

- You are expected to provide three (3) references who can attest to your character and suitability for this role.

- You consent to an appropriate background check prior to the commencement of your volunteer role.

Documents referenced:

[Insert: Safeguarding Guidelines / Code of Conduct]

## 5. Health, Safety, and Insurance

We are committed to your safety while volunteering. Please follow all reasonable instructions, safety guidelines, and training provided.

Insurance Cover: [Insert contact or brochure about the insurance, e.g., Volunteer Labour, if applicable]

Health and Safety procedures can be found in:

[Insert or attach H&S Policy / Guidelines]

## 6. Expenses

If provision is made for a Volunteer to submit reasonable expense claims, the categories and examples of such claims should be clearly stated here. It is usual for limits to be enforced, e.g. weekly/monthly, and for prior approval to be given for expenses that will exceed a predetermined amount, e.g. $50.00

All expenses must be submitted with receipts within 30 days to:

[Insert finance contact/CFO name and submission process]

## 7. Feedback and Review

We welcome your feedback and ideas. If you encounter any challenges, please speak to your supervisor.

You will have a review of your role after:

[Insert timeframe, e.g. 3 or 6 months]

You may request a review or adjustment of your role at any time.

## 8. Ending the Agreement

Either you or the organisation may end this agreement at any time, ideally with notice and a brief discussion.

**Signed by Volunteer:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed by Organisation Representative:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*Note: Summary documents of all referenced policies and guidelines should be provided to the volunteer in hard copy or accessible online links at the time of signing.***