



# 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 or 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 recognise 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 (organisations name), shall remain confidential to (organisations name). I agree that I shall not discuss any confidential information obtained as a volunteer with anyone, other than the (Volunteer Co-ordinator or Manager).

Volunteer's signature      Date

Volunteer Co-ordinator's name

Volunteer Co-ordinator's signature      Date