## Sample Volunteer Agreement

### **VOLUNTEER AGREEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree that as a volunteer, it is my job to

(volunteer’s name)

support the mission and purposes of the organization.

1. I agree to contribute \_\_\_\_\_\_ hours of volunteer work per \_\_\_\_\_\_\_\_\_\_ in the placement described below, beginning no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. My specific tasks will include:
3. I will report to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of supervisor)

Supervisor’s Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I will comply with the organization’s rules set forth by the supervisor. I will serve in a professional manner.
2. I will be on time and will call the supervisor if I cannot attend.
3. I will abide by the policies of the agency, especially with regard to confidentiality.
4. The work I will do should be worthwhile and challenging. I can expect clear instruction and an appropriate level of supervision.

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I agree to:

(Organization name)

1. Provide orientation and necessary training to the volunteer, stating clearly the goals of the organization and the needs of the populations served.
2. Make the best use of the volunteer’s time and skills.
3. Provide ongoing support and direction, as appropriate, to the volunteer.
4. Give the volunteer priority in securing unused tickets for benefits or special events.
5. Thank all volunteers in our organization’s newsletter and annual report.

Together, we agree that the above named volunteer will serve in the above named placement,

beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending (not necessary to set completion date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on the following day(s) during the week/weekend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

at the specific time(s) named \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or on an intermittent schedule.

Volunteer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Placement Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_