



Volunteer Agreement

Volunteer (Individual / Company Involvement) Details

Full Name: _____ ID number:

Company Name: _____ E-mail Address: _____

Cellphone Number: Daytime Phone Number:

Volunteer task description: _____

I can confirm that I have read the terms & conditions of the volunteer agreement and:

- Understand the task description and agree to perform the tasks outlined to the best of my ability.
- Agree to make every effort to stay with the organisation as a volunteer until _____ / for a period of __months
- Understand and agree with all the points in the volunteer policy which includes:
 - Attending each volunteer session or other events I have committed myself to.
 - Advising my Supervisor or the Volunteer Co-Ordinator if I intend to take time-off or require time-out from my volunteer task.
 - Meeting regularly with the Volunteer Co-Ordinator to discuss progress.
 - Immediately discuss any problems that I have at the organisation or with the volunteer programme with my Supervisor or the Volunteer Co-Ordinator.
 - Not using the organisation’s materials, equipment, name, letterhead or logo for my own personal gain.
 - Keeping information confidential.
 - Not making public statements on behalf of the organisation.
 - Recognising that under certain circumstances, the organisation has the right to no longer accept my services as a volunteer.
 - Taking part in an exit interview at the end of the volunteer contract.

Signature of volunteer: _____

Date: _____

Organisation representative: _____

Position: _____

I, agree on behalf of the organisation that the organisation will honour the commitment made to the volunteer as detailed in the volunteer policy and document detailing the rights of volunteers, including:

- Immediately informing the volunteer if there is a problem with their performance, through the problem solving procedure.
- Keeping their records confidential.

Signature of representative: _____

Date: _____

