**[Organization Name] Volunteer Agreement Template**

Date: [Insert Date]

Volunteer Name: [Insert Volunteer's Full Name]

**Agreement Overview**

This Volunteer Agreement outlines the terms and conditions under which [Insert Volunteer's Full Name] ("Volunteer") agrees to volunteer at [Insert Organization Name] ("Organization"). The purpose of this Agreement is to establish a clear understanding of the roles, responsibilities, and expectations for both the Volunteer and the Organization.

**1. Role and Responsibilities**

The Volunteer agrees to perform the following duties and responsibilities:

* [List Specific Duties and Responsibilities]

The Volunteer also agrees to:

* Adhere to all policies and procedures of the Organization.
* Conduct themselves in a professional and respectful manner at all times.
* Maintain confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer.
* Report any hazardous conditions or safety concerns to their supervisor immediately.

**2. Time Commitment**

The Volunteer agrees to a time commitment of [Specify Hours/Weeks/Months]. The Volunteer understands that their commitment is essential to the success of the Organization's programs and activities.

The Volunteer shall notify the Organization in advance if they are unable to fulfill the agreed-upon time commitment.

**3. Training and Supervision**

The Volunteer will receive the necessary training to perform their duties effectively. The training may include, but is not limited to, orientation, on-the-job training, and specialized training as needed.

The Volunteer will be supervised by [Insert Supervisor's Name/Title], who will provide guidance, feedback, and support.

**4. Volunteer Benefits**

While this is an unpaid position, the Volunteer will gain valuable experience, skill development, and the opportunity to make a positive impact on the community. The Volunteer may also be eligible for other benefits, such as:

* [List Any Benefits, e.g., letter of recommendation, discounts on services, social events]

**5. Liability and Safety**

The Organization shall not be liable for any injury or accident occurring while the Volunteer is engaged in volunteering activities.

The Volunteer is responsible for their own safety and well-being. They are expected to:

* Follow all safety guidelines and procedures.
* Report any hazardous conditions or safety concerns to their supervisor immediately.
* Use personal protective equipment (PPE) as required.

6. **Termination**

Either the Volunteer or the Organization may terminate this agreement at any time, for any reason, with [Specify Notice Period, e.g., one week's] written notice.

**7. Agreement to Terms**

By signing below, both the Volunteer and the representative of [Organization Name] agree to the terms and conditions set forth in this Volunteer Agreement.

Volunteer's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Organization Representative's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

## **Volunteer Policy Template for Civil Society Organizations**

**1. Introduction:**

This Volunteer Policy ("Policy") outlines the principles and procedures for volunteer engagement at [Organization Name]. We value the contributions of volunteers and are committed to providing a positive, meaningful, and rewarding experience for all.

**2. Purpose of Volunteer Engagement:**

We engage volunteers to:

* **Support our mission and achieve our organizational goals.**
* **Expand our reach and impact in the community.**
* **Benefit from diverse skills, perspectives, and experiences.**
* **Foster learning and personal development for volunteers.**

**3. Volunteer Roles and Responsibilities:**

We offer a variety of volunteer roles aligned with our organizational needs and diverse volunteer interests. Each role has specific responsibilities outlined in a detailed role description provided to volunteers.

**4. Recruitment and Selection:**

We welcome individuals from all backgrounds and experiences. We recruit volunteers through various channels and conduct interviews to ensure the best fit between volunteers' skills and interests and our needs.

**5. Training and Orientation:**

We provide comprehensive training and orientation for new volunteers to introduce them to our organization, mission, policies, and specific roles.

**6. Supervision and Support:**

Volunteers are assigned dedicated supervisors who provide guidance, support, and feedback throughout their volunteering experience.

**7. Volunteer Rights:**

Volunteers have the right to:

* Be treated with respect and dignity.
* Work in a safe and inclusive environment.
* Be provided with meaningful and appropriate tasks.
* Decline tasks or discontinue volunteering at any time.
* Provide feedback and have their concerns addressed.
* Access resources and support for their volunteering roles.

**8. Expectations from Volunteers:**

We expect volunteers to:

* Be reliable and committed to their roles.
* Be professional and respectful towards colleagues, clients, and the public.
* Adhere to organizational policies and procedures.
* Maintain confidentiality of sensitive information.
* Actively participate in training and development opportunities.
* Communicate openly and honestly with supervisors and colleagues.

**9. Code of Conduct:**

We uphold a high standard of ethical behavior and expect volunteers to:

* Act with integrity and honesty in all interactions.
* Avoid personal conflicts of interest.
* Respect the privacy and confidentiality of others.
* Treat everyone with courtesy and respect.
* Abstain from discriminatory or offensive behavior.

**10. Feedback and Evaluation:**

We encourage volunteers to provide feedback on their experience through regular surveys and meetings. We also conduct evaluations to assess volunteer satisfaction and the effectiveness of our volunteer program.

**11. Recognition and Appreciation:**

We value the contributions of our volunteers and recognize their dedication through various means, such as:

* Verbal appreciation and acknowledgment.
* Awards and certificates.
* Volunteer events and social gatherings.
* Public recognition through newsletters or social media.

**12. Resolving Issues:**

We have a clear process for addressing any issues or concerns raised by volunteers. All complaints will be treated seriously and investigated fairly.

**13. Policy Review and Amendments:**

This Policy will be reviewed periodically to reflect changes in our organization and best practices in volunteer management.

**14. Acknowledgement:**

By volunteering with [Organization Name], you acknowledge that you have read, understood, and agree to abide by this Policy.

**[Organization Name]**

**Volunteer Sign-up Form**

Date: [Insert Date]

Thank you for your interest in volunteering with [Organization Name]!

We are excited to have you join our team of dedicated volunteers who make a positive impact on our community. Please complete this form to help us match your interests and availability with suitable volunteering opportunities.

**Personal Information**

* Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date of Birth (MM/DD/YYYY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer Interests**

Please indicate the areas you are most interested in volunteering for:

* Community Outreach
* Educational Programs
* Environmental Projects
* Fundraising and Events
* Administrative Support
* Other (Please Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Availability**

Please indicate your preferred volunteering schedule:

* Weekdays: [ ] Morning [ ] Afternoon [ ] Evening
* Weekends: [ ] Morning [ ] Afternoon [ ] Evening

Please provide any specific days or times you are available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skills and Experience**

Do you have any specific skills or experience that could be relevant to volunteering? (e.g., teaching, fundraising, legal knowledge, etc.)

* Skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Languages Spoken**

Please list the languages you speak fluently:

* Languages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact Information**

Please provide emergency contact information in case we need to reach you:

* Emergency Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Relationship to Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Emergency Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information**

Please provide any additional information you think might be helpful or relevant to your volunteering experience:

* Additional Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Declaration

I hereby confirm that the information provided above is accurate and true to the best of my knowledge. I understand that this information will be used solely for the purpose of volunteer coordination at [Organization Name].

* Volunteer's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_