## Volunteer Agreement

*(Insert Organisations Name)*

I, (*print name*)



* verify that I have received all documents in the Volunteer handbook/Orientation pack.
* agree to(**insert organisations name**)initiating a routine Police Check.
* give permission for(**insert organisations name**)to maintain on file, my personal information, relevant to my voluntary duties, which may be accessed by relevant staff members of(**insert organisations name**)in the case of an emergency. I understand that this information will not be given to any other person or agency unless I give my specific permission.
* agree that I have been shown and I am aware of my rights and responsibilities as a volunteer with(**insert organisations name**)and I agree to abide by them.
* understand that photographs may be taken by and of people participating in activities with (**insert organisations name**)*.* I understand that it is my responsibility to remove myself if I do not wish to appear in photographs.
* agree to abide by the philosophy of(**insert organisations name**)and to represent the organisation in a positive way.
* will not take illegal drugs or consume alcohol whilst engaged in volunteer activities or be under the influence of the same whilst engaged in volunteer activities.
* agree to work in a manner that is safe to myself, other volunteers, paid staff and members of the public. (Duty of care)
* agree to follow grievance procedures as set out by (**insert organisations name**).
* agree to support a non-discriminatory and harassment-free work environment.
* agree to treat clients, staff and volunteers with respect, courtesy and consideration.
* agree to participate in essential orientation and ongoing training arranged by(**insert organisations name**)as required.
* agree to accept guidance and direction from the person to whom I am responsible in my voluntary role.
* agree to work as part of a team.
* agree to sign the Attendance Register at each volunteering session.
* agree to inform the program coordinator if I am unable to attend a rostered session.
* agree to inform the Coordinator/Manager if I am unable to continue as a volunteer.
* agree to a 3 month review of the volunteer role, leading to a mutual evaluation of the suitability of the role for me.



Volunteer signature Date



Chair/President signature Date