**Volunteer Agreement**

Involving volunteers in our work is important to us.

We appreciate and value your volunteering and will do the best we can to make this experience enjoyable and rewarding.

In order to support you in your volunteer role, REFUGEES WELCOME is committed to providing the following:

* Induction to the organization and any training as necessary for your role
* Support and guidance from CVSCE Supervisor and or Individual Project Managers and the Trustee Board
* Payment of expenses, as detailed in the expenses policy
* Adequate insurance cover
* Good health and safety practice
* Equal opportunities

I, agree:

* To be clear about the time I anticipate I can give
* To carry out the tasks detailed in my role description
* To keep the confidentiality of information I come into contact with, as defined in the Confidentiality Agreement which I have signed
* To provide as much notice as possible whenever I cannot volunteer when expected
* To adhere to the policies and procedures as sent out in the Volunteer Information files
* Accept guidance and supervision and be open to undertaking appropriate training

N.B. There will be an initial one month period for both parties to decide if the role is appropriate for you.

*This agreement is in honour only and is not intended to be a legally binding contract*

|  |  |
| --- | --- |
| Volunteer Name (Capitals) |  |
|  |
| Signed |  | Date |  |

|  |  |
| --- | --- |
| Named Supervisor (Capitals) |  |
|  |
| Signed  |  | Date |  |