



volunteering waikato

# **SAMPLE: Volunteer Contract**

## Organisation Name

(This must show the organisation's legal name)

## Volunteer Contract

### As a volunteer I agree to:

- abide by and support the philosophy, policy, and guidelines of the organisation
- act in the best interests of the organisation
- maintain confidentiality
- abide by safety and risk management requirements
- carry out the tasks outlined in the Role Description
- attend on the agreed time and day or contact ...insert name, phone ...insert number, if I am not available
- participate in orientation, meetings, and training (e.g. minimum of ten hours per year required)
- maintain a record of my volunteer hours and ensure that information is given/posted to ...name,... position, by the due date
- raise any matters of concern with ...name, ...position.

(For Volunteer Drivers)

- use a warranted, registered vehicle when driving for the organisation

### The Organisation agrees to:

- provide information about the organisation
- provide orientation, support, training and supervision
- provide a safe working environment
- provide opportunities for input into the organisational plan and evaluation
- reimburse for pre-approved expenses
- acknowledge and recognise the contribution of volunteers to the organisation

Volunteer's name \_\_\_\_\_

Volunteer's signature \_\_\_\_\_ Date \_\_\_\_\_

Volunteer Co-ordinator's name \_\_\_\_\_

Volunteer Co-ordinator's signature \_\_\_\_\_ Date \_\_\_\_\_