

Volunteer agreement template

This volunteer agreement template is designed to clarify the relationship between a volunteer and an organisation or charity, and is provided as a general guide only. It is not a contract of employment and is not legally binding.

Organisations should amend this template to reflect their own policies and procedures, and seek legal advice where appropriate.

About the organisation

Name of organisation:

Address:

Contact details:

About the volunteer

Name:

Address:

Contact details:

Volunteer role

Outline the nature of the role, typical activities, where they will be carried out, and the expected time commitment.

Support, training, and supervision

Describe any training, supervision, or support that will be provided to the volunteer. This may include assigning an individual to support.

Expenses

Explain what expenses will be reimbursed and how to claim back.

Health and safety

Confirm that the organisation will take reasonable health and safety steps, and that volunteers should follow relevant procedures, providing examples.

Protection

Describe any insurance cover or policies you have in place to protect volunteers.

Confidentiality and data protection

Explain expectations regarding confidentiality and how personal data will be handled.

Equal opportunities

State the organisation's commitment to equality, diversity, and inclusion.

Ending the volunteer agreement

Explain that either the volunteer or the organisation may end the arrangement at any time.

Acknowledgement

This agreement reflects shared expectations and does not create a legally binding relationship or employment contract. This is also an opportunity to include a disclaimer.

Signed on behalf of the organisation:

Name:

Role:

Date:

Signed by the volunteer:

Name:

Date: