# Volunteer Agreement

**Purpose:** This Volunteer Agreement outlines the mutual understanding and expectations between {organizationName} ("the Organization") and the volunteer, {volunteerName} ("the Volunteer"), regarding the volunteer’s role, responsibilities, and conduct while engaging in volunteer activities.

## 1. Volunteer Information

**Full Name:** {volunteerName}  
**Email:** {email}  
**Phone:** {phone}  
**Address:** {address}

## 2. Volunteer Role & Responsibilities

**Role Title:** {roleTitle}

**Supervisor:** {supervisorName}

**Description of Duties:**

{roleDescription}

## 3. Time Commitment

The Volunteer agrees to commit to the following schedule:

{#schedule}

* **{day}:** {time}

{/schedule}

## 4. Term of Agreement

The agreement shall commence on {startDate} and shall continue until {endDate} or until terminated by either party with prior notice.

## 5. Code of Conduct

The Volunteer agrees to conduct themselves in a respectful, professional, and responsible manner at all times. The Volunteer shall adhere to the Organization’s policies, procedures, and values.

**Volunteer Expectations include but are not limited to:**

{#expectations}

* {item}

{/expectations}

## 6. Confidentiality

The Volunteer acknowledges that during their engagement they may have access to confidential or sensitive information. The Volunteer agrees to hold this information in confidence and not to disclose it unless authorized by the Organization.

## 7. Health & Safety

The Organization is committed to providing a safe working environment. The Volunteer agrees to follow all health and safety procedures communicated by the Organization.

{#hasInsurance}

**Volunteer Insurance:** The Organization provides volunteer insurance that covers the duration of official activities. Details will be provided upon approval.

{/hasInsurance}

{^hasInsurance}

**Volunteer Insurance:** The Organization does not provide volunteer insurance. The Volunteer is responsible for their own coverage as needed.

{/hasInsurance}

## 8. Termination

Either party may terminate this agreement at any time by providing a written notice of intention. The Volunteer should notify the Organization of their intent to resign from volunteering with reasonable notice when possible.

## 9. Acknowledgment

By signing this agreement, both parties acknowledge understanding of the expectations and agree to comply with the terms outlined above.

|  |  |  |  |
| --- | --- | --- | --- |
| **Party** | **Name** | **Date** | **Signature** |
| {#signatories}{role} | {name} | {date} | {/signatories} |