

Volunteer Contract/Agreement/Code of Conduct

Just like a confidentiality agreement, organizations sometimes request a volunteer to sign a contract, agreement or code of conduct. This document usually highlights a few key policies as well as a general commitment to abide by all volunteer policies. This tool can be used to emphasize the importance of volunteer policies and the commitment a volunteer makes to the organization. It can also be a tool in the evaluation of a breach of policy, reminding the volunteer of his or her commitment.

Usually the signed original is kept in the volunteer's file. A copy should be given to the volunteer.

See below for a few examples of a contract or agreement.

I _____ (name of volunteer) have read, fully understand and accept the terms and conditions of volunteering as set out in the volunteer policies. I agree to abide by the organization's policies and procedures and understand that failure to do so may result in my termination as a volunteer.

Signed: _____ Date: _____

Volunteer name: _____

Staff person signature: _____

Staff person name: _____

Or

Volunteer agreement

As a volunteer of this organization, I agree to adhere to this agreement at all times.

I agree to:

1. Be on time for my volunteer shift, and provide my supervisor with as much notice as possible if I am unable to attend a given shift;
2. Abide by all written policies and guidelines provided to me - relevant to my volunteer work;
3. Accept orientation and training in order to provide quality service; and not to use contacts made in my position for business or personal gain;
4. Accept supervision in the performance of my duties, and not represent myself as an agent of the organization or comment to the media press unless approved by my supervisor;

5. Perform all assigned tasks to the best of my ability, and not report to work while under the influence of alcohol or drugs;
6. Treat with courtesy each individual with whom I come into contact regardless of race, colour, religion, age, gender, sexual orientation or national ancestry;
7. Obey all laws and regulations, including traffic laws while volunteering; and
8. Bring my best skills and abilities to my volunteer work.

Or

As a volunteer with the organization, I agree to the following:

1. To provide my time and service without remuneration
2. To support the principles of the organization and the implementation of the organization's mission while on duty as a volunteer
3. To maintain strict confidentiality
4. To fulfill the volunteer hours agreed upon
5. To adhere to the smoke free environment
6. To participate in designated training sessions when provided to help in my volunteer assignment