

# Voluntary Agreement

Name of the Organisation .....  
Established in .....  
Represented by .....

Volunteer Name .....  
Address .....  
Date of Birth .....

## Agree on the following:

1. As of ..... (date) the volunteer will hold the position of/fulfill the role of ..... on behalf of above organisation.
2. The tasks consist of:  
.....
3. The volunteer is prepared to work for (minimum) .... hours per week.
4. The volunteer will receive .....(amount in Euros) per .... for expenses.
5. The volunteer will be insured for damages to a third-party by a liability insurance policy. This insurance policy will be issued by the organisation. Name of the Insurance company: ..... with policy number: .....
6. In case of absence (e.g. sickness or holiday) the volunteer will inform in due time.
7. The organisation must inform and guide the voluntary worker about the particularities of their tasks.
8. The volunteer is responsible for the work he/she she performs.
9. Mentor for the volunteer is (name): .....
10. In case of disputes between the volunteer and staff, the matter will be submitted to the Board.
11. The organisation and volunteer agree upon a trial period of .... (number) weeks/months/etc. After this time, both parties will mutually discuss to determine if the tasks of the volunteer will be extended. The evaluation of the trail period is a mutual responsibility.
12. This agreement is made for an indefinite period. Ending the volunteer work by either party should happen after ....(number) (days/weeks/months) notice.

on behalf of the organisation,

the volunteer,

signature

signature