

VOLUNTEER AGREEMENT



This Volunteer Agreement describes the arrangement between Reality Adventure Works in Scotland Ltd. and you. We wish to assure you of our appreciation of your volunteering with us. We will do the best we can to make your volunteering experience with us both enjoyable and rewarding and look forward to a renewal of this agreement for a future period of 12 months.

<i>PLEASE PRINT CLEARLY</i>	
Name: _____	
Address: _____	
_____	Post Code: _____
Volunteer Post: _____	
Start Date: _____ (dd/mm/yyyy)	
Responsible to: _____	(name of Reality line manager or camp leader)
My agreed voluntary time commitment is: _____	

1. Responsibilities of Reality Adventure Works

- a. To provide thorough induction on the work of the organisation, its staff, your volunteering role and the initial training you need to carry out tasks.
- b. To explain the standards we expect you to work to, and the support we offer to enable you to achieve them.
- c. To provide a named person who will meet you regularly to discuss your volunteering and any successes or difficulties.
- d. To pay reasonable out-of-pocket expenses as agreed in advance.
- e. To provide a safe and healthy working environment.
- f. To provide adequate insurance cover for volunteers whilst undertaking voluntary work on our behalf.
- g. To ensure that all volunteers are treated in accordance with our equal opportunities policy.
- h. To fairly resolve any difficulties, grievances or problems.
- i. To provide additional training as appropriate and when available.

2. Responsibilities of Volunteer

- a. To use support, training, guidance and feedback offered and to participate in appropriate induction.
- b. To help the organisation fulfil its services
- c. To follow the organisation's procedures and standards in relation to its staff, volunteers and clients as set out in the appropriate policies.
- d. To perform my volunteering role to the best of my ability without personal gain.
- e. To maintain confidential information in accordance with the organisation's confidentiality guidelines and data protection.
- f. To meet agreed time commitments, and to give reasonable notice where this is not possible.
- g. To bring any concerns relating to your role to the named person or other as appropriate.
- h. To provide receipts for out-of-pocket expenses.

Signature (Organisation) _____ Date _____

Signature (Volunteer) _____ Date _____