

Volunteer/Agency Contract

As a volunteer, I will:

- Complete assignments to the best of my ability
- Maintain confidentiality of sensitive information
- Notify appropriate persons if I am unable to work as scheduled
- Accept supervision and follow the guidelines of the organization
- Work as a member of a team with staff and other volunteers
- Be courteous in contacts with the public
- Attend scheduled orientations and trainings, as appropriate
- Keep an accurate record of my hours of work

The _____ will:
(Name of agency)

- Supervise and train me for my volunteer work
- Provide me with adequate work space and supplies
- Give me an assignment compatible with my skills and interests
- Treat me as part of a team with staff and other volunteers
- Trust me with the confidential information I need to carry out an assignment
- Keep me informed about the agency through orientations and newsletters
- Give me appropriate recognition for my efforts
- Evaluate my performance on a regular basis, suggesting new assignments or alternate assignments as appropriate

Signed:

Volunteer

Volunteer Coordinator

Date

Date