**Model for volunteer agreement**

(Name of organization), represented by ………………………………………… and

Mr/Ms ………………………………… (volunteer’s name) are to enter into the following collaboration.

# Work activities

The volunteer will work on the following tasks:

1. …………………………………………………………………

2. …………………………………………………………………

3. …………………………………………………………………

or: will perform the following role:………………………………………

In addition, the volunteer will carry out the tasks set out in the accompanying job description attached to this collaborative agreement. Deviations to this agreement are possible in consultation between parties.

The voluntary work is carried out unpaid. The volunteer is responsible for the tasks that he or she has taken on.

It is desirable to ensure the continuity of the work carried out by the volunteer. In the event of illness or impediment, the volunteer will inform the relevant parties as quickly as possible or arrange a replacement. While performing work for or on behalf of the department, the volunteer acts in accordance with the policy of the department and in accordance with the volunteer policy.

# Start and end of the agreement

Starting on ..........., the volunteer is prepared to work for ..... hours per .......... The agreement ends when it is terminated by either party with due observance of a reasonable notice period in connection with the transferral of the activities concerned. The notice period for the work group ............... is .............. month(s).

# Trial period

The ... department makes use of a trial period so that both parties can see how the collaboration works out. The trial period includes the following components: (activities/meetings). The trial period lasts … (weeks/months). At the end of the period, an evaluative interview will take place at the initiative of … (coordinator).

# Supervision, information, and training

The volunteer is entitled to supervision and work meetings. Supervision will be provided by…………………… Work meetings will take place with …………… In order to stay up-to-date, the volunteer will receive [name of organization magazine]. The volunteer can also obtain information from ………………………… After some time, the volunteer will be offered the opportunity to take part in training courses. Training is compulsory for some positions.

The volunteer will be given information about this before signing the agreement.

Upon commencement of the voluntary work, the volunteer will receive the following information: (charter/house rules, copy of volunteer policy, etc.)

# Reimbursement of expenses

The .... department will reimburse the expenses actually incurred by the volunteer for the following items: travel costs (second-class public transport or distance travelled by car for a maximum of … cents per km), …, …. . Expenses are claimed in accordance with the following arrangement: (claim form/submit to …).

# Insurance

The ... department has taken out liability insurance for companies and professions as well as collective accident insurance for all volunteers.

If you need to make an insurance claim, please contact …………

# Conflicts

In the event of any ambiguities, complaints, or conflicts that cannot be resolved in an internal consultation between the volunteer and the board member/coordinator, the volunteer may contact …………(name of complaints committee, if required).

# Duty of confidentiality

The volunteer shall keep confidential all information concerning the department unless the department agrees to the publication of the information.

As agreed, drawn up in duplicable, and signed in (place)………………...........… on (date) ..........................

On behalf of the department/organization………………………………………………………………… Volunteer: ………………………………………………………………… Board member/Coordinator: …………………………………………………………………