# Model agreement for voluntary work

The foundation .........................................................................................................................

represented by ........................................................................................................

and (the volunteer) ................................................................................................................

agree to the following:

# Article 1

Commencing on ................ (commencement date of agreement), the volunteer shall perform activities to benefit the foundation in the area of:

.................................................................................................................................................................

(e.g. working with elderly people)

The work will consist of: .............................................................................................

(task description)

# Article 2

To carry out the activities, the volunteer is willing, in principle, to be available for at least ..... hours per ..................

# Article 3

The volunteer receives a reimbursement of the actual costs incurred on presentation of a statement of expenses.

# Article 4

If the volunteer is impeded from carrying out the activities (e.g. illness, holiday), he or she shall inform the foundation in good time.

# Article 5

The volunteer determines the content of the activities in consultation with the foundation’s staff. The volunteer is also involved in determining the general policy (in line with the charter/house rules of the foundation).

The volunteer has the opportunity to develop his or her own initiative within the established policy.

# Article 6

The volunteer will be supervised by the staff member responsible for ......................................................

# Article 7

The volunteer is responsible for the tasks that he or she has taken on.

# Article 8

If any disputes should arise between the volunteer and staff members, the matter will be presented to the board. Volunteers are given the opportunity to appeal against a decision. A binding decision will be made by an appeals committee comprising three members.

# Article 9

The foundation has taken out liability insurance. Collective accident insurance has also been taken out for the volunteers.

# Article 10

In principle, the volunteer shall observe a notice period of .............. when terminating this agreement.

If the volunteer is unable to fulfil this notice period due to the acceptance of a paid job, the volunteer must complete the work or ensure that it is carefully handed over to someone else. A reference will be provided on request.

On behalf of the organization Volunteer

(Name) (Name)

.............................................................................. .........................................................................

Signature: Signature:

.............................................................................. ......................................................................... Date:....................................... Date:.......................................