**Model 3 volunteer agreement Uniform model for volunteers’ charter**

# The undersigned:

The organization …………………………………………………….. based in …………………………………… and represented by: ……………………………………………………………………

and the volunteer …………………………………………………… residing in …………………………

Declare to have agreed on the following:

The charter itself as well as the notes to the charter have been sent or given to the prospective volunteer prior to the first introductory interview. By completing and signing this charter, the volunteer confirms to have read the charter and to agree with the content of the notes.

## Code of conduct

The volunteer endorses the objectives of the organization. Both the organization and volunteer shall behave as may be expected of a good client and good executor respectively.

## Voluntary work and benefits

The volunteer will be notified if the voluntary work may have consequences for any benefits that he or she receives or will receive in future. If the voluntary work has consequences for the volunteer’s benefits, the organization will inform the volunteer what these consequences are.

## Work

1. The volunteer shall perform the following work: …………………………………………………………………………………………
2. The volunteer carries out the work for a minimum of ... hours/half-days and a maximum of ………………………… hours/half-days per week/month.
3. The volunteer carries out the work for a project that lasts from ………………………… until ...for ...hours/half-days per week/month.
4. If the volunteer is unable to carry out the work due to illness or holiday, he or she must notify the organization as quickly as possible so that a replacement can be arranged.
5. If the volunteer or organization wishes to terminate the cooperative relationship, they must notify the other party as quickly as possible.

## Reimbursement of expenses

The volunteer receives a reimbursement of expenses on request for the costs incurred within the context of his or her work as volunteer. Costs may relate to:

[ ] commuting costs: [ ] yes [ ] no

travel costs: [ ] first/second-class public transport [ ] distance driven by car …... euro per km [ ] telephone costs

accommodation costs: costs that are reimbursed: [ ] lunch costs, [ ] hotel costs, [ ] other (please specify)…………………………. [ ] costs for training/education

[ ] costs for clothing

[ ] costs for childcare

[ ] other costs (please specify) …………………………

Claims for expenses can be made using the appropriate form.

## Insurance

The organization has taken out the following insurances

for its volunteers [ ] independently, [ ] via the grant provider (municipality/province):

[ ] liability insurance, [ ] accident insurance, [ ] car occupants insurance, [ ] driver liability, [ ] other insurance (please specify) …………………………………………………………

## Professional development/training

If required, the volunteer will be given the opportunity to undergo training in order to perform his or her tasks as volunteer. This training consists of - ... - ... The costs for this training, which consists of ………………………… will be reimbursed by the organization up to a maximum of ... per ... (month/year)

## Supervision/support

1. The volunteer receives supervision/support via the organization from ...
2. The first ….. weeks/months are considered to constitute an induction period, after which the parties have the possibility of continuing or terminating the collaboration.
3. Regular meetings will be held between parties for the purpose of coordinating and maintaining mutual expectations. These meetings will take place: [ ] every month, [ ] every six months, [ ] every year, [ ] other (please specify) ..................................................................... ).

When the volunteer terminates his or her work, he or she will attend an exit interview. The volunteer will be provided with a reference on request.

## Information

1. Obligation to provide information

The volunteer receives all relevant information that relates to the organization and the tasks to be carried out by the volunteer. The information is provided by means of………………………….

1. Sickness of volunteer or client

If the volunteer or client has an illness or shows signs of illness that could be harmful to the other person’s health, this must be reported as quickly as possible so that appropriate measures can be taken.

1. Proof of identity

The organization provides/does not provide the volunteer with proof of identity to confirm that the volunteer works for the organization.

## Consultation

1. The volunteer is given the opportunity to have his or her say on:

[ ] the organizational policy [ ] the volunteer policy [ ] other (please specify)...............................................

1. Consultation takes place:

[ ] via the regular meetings with the supervisor, [ ] via annual meetings with the director of the organization, [ ] via annual meetings with the board of the

organization, [ ] via (the establishment of) a council of volunteers, [ ] in another manner (please specify) ..............................................

## Complaints

If the volunteer experiences feelings of discontent or dissatisfaction, he or she may submit a complaint to:

[ ] his/her supervisor, [ ] a person appointed for this purpose within the organization, (please specify) …………………………., [ ] another body (please specify) ………………………….

## Health and safety inspection

The health and safety inspection is carried out by the organization and the requirements relating to the volunteer’s safety at work are/are not complied with. The volunteer receives a report of this inspection or can view the report at the organization.

## Prohibited actions

1. Volunteers are prohibited from carrying out acts of a business or sexual nature with the person or persons under their care.
2. The volunteer may not accept any remuneration in money, goods, or services which exceed a value of ... This remuneration must be used for the benefit of the organization. Protection of personal data

The volunteer’s details that are known to the organization will be treated confidentially. This information may include the volunteer’s personal details and the type of work that he/she carries out as well as the way in which he/she carries out the work.

# As agreed, drawn up in duplicate, and signed as acknowledged

Organization: .......................................................................... Volunteer:...................................................................................... Place.................................................................... Date........................................