

Revision 00	VOLUNTEER AGREEMENT			
Form No. HR-FRM-12		Review 28/02/17	Review 28/02/18	Review 28/02/19
Location: MS Therapy Centre		Review 28/02/20	Review 28/02/21	Review 28/02/22

This Volunteer Agreement is in place to acknowledge both your contribution to MS North West Therapy Centre Ltd and the Organisation's commitment to this volunteer experience. We are dedicated to ensuring you have an enjoyable and rewarding experience as a Volunteer.

We agree to accept _____ as a Volunteer to the above Organisation beginning on _____ and ending on _____

The Volunteer agrees to volunteer for _____ hours on the following days:

Mon Tues Wed Thurs Fri Sat Sun

The Volunteer's Role Is: [Insert Details]

And the Volunteer will be supervised by: [Insert Name]

The Organisation Commits to the following:

- To provide you with the adequate information and support to enable you to carry out your volunteering duties most efficiently.
- To allow for a one month trial period.
- To explain what is required of you and to support and provide encouragement to help you achieve the desired results.
- To provide you with a named [Mentor / Manager] who will provide you with regular support and supervision and act as a 'go to' person.
- To treat you with respect and courtesy at all times.
- To be receptive to any comments and feedback from all our volunteers.
- To value and recognise our volunteers as a significant resource in achieving the goals of the Organisation.

The Volunteer Commits to the following

- Demonstrate their commitment to the full and appropriate use of all supervision and support opportunities.
- To fulfill the role as outlined in the attached volunteer role description.
- Inform your Volunteer Manager immediately of any change in your personal circumstances that might affect your involvement with the Organisation.
- Give at least 2 weeks' notice of intention to cease involvement with the Organisation.
- To perform volunteer role to best of their ability.
- To follow the organisation's policies and procedures (e.g. confidentiality etc).
- To meet time and task commitments and to provide sufficient notice when not available.

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- Please confirm that you have read and understood the MS North West Therapy Centre Ltd Volunteer Policy and Procedures document outlined below and that you have read, and understand and agree to abide by the terms outlined.

Agreed to by:

• Organisation's Signature: _____ Date:

• Volunteer Signature: _____ Date:

This volunteer agreement is binding in honour only, and is not intended to be a legally binding contract between the Volunteer and the Organisation. Neither party intends any employment relationship to be created now or at any time in the future. The agreement may be cancelled at any time at the discretion of either party with sufficient notice.