

## Sample Agency/Volunteer Agreement

*This agreement is intended to indicate the seriousness with which we treat our volunteers. The intent of the agreement is to assure you both of our deep appreciation of your services and to indicate our commitment to do the very best we can to make your volunteer experience here a productive and rewarding one.*

### I. Agency

We, \_\_\_\_\_ (agency), agree to accept the services of \_\_\_\_\_ (volunteer) beginning \_\_\_\_\_ and we commit to the following:

1. To provide adequate information, training, and assistance for the volunteer to be able to meet the responsibilities of his/her position.
2. To ensure diligent supervisory aid to the volunteer and to provide feedback on performance.
3. To respect the skills, dignity, and individual needs of the volunteer, and to do our best to adjust to these individual requirements.
4. To be receptive to any comments from the volunteer regarding ways in which we might mutually better accomplish our respective tasks.
5. To treat the volunteer as an equal partner with agency staff, jointly responsible for completion of the agency mission.

### II. Volunteer

I, \_\_\_\_\_ agree to serve as a volunteer and commit to the following:

1. To perform my volunteer duties to the best of my ability.
2. To adhere to agency rules, policies, and procedures, including record-keeping requirements and confidentiality of agency and client information.
3. To meet time and duty commitments, or to provide adequate notice (one week minimum) so that alternate arrangements can be made.

### III. Agreed to

\_\_\_\_\_  
*Volunteer*

\_\_\_\_\_  
*Staff Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

*This agreement may be canceled at any time at the discretion of either party, but it will expire automatically on \_\_\_\_\_ unless renewed by both parties.*

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