**Volunteer Agreement Template**

Volunteer Name:

Volunteer Role:

Location/based:

Supervisor Name & contact details:

**LGBT Group [name] Agrees to:** **Volunteer agrees to:**

To provide information about organisational practice i.e. policy and procedure

To provide regular support

To provide regular structured supervision

To offer continued training and development

To ensure that volunteers are adequately and appropriately insured

To ensure that out of pocket expenses are reimbursed

To adhere to equal opportunities policy when dealing with volunteers

To make every reasonable effort to accommodate any additional needs of volunteers

To actively involve volunteers in the growth of LGBT Group and it’s projects.

[Add any further commitments or requirements as appropriate]

Signed on behalf of LGBT Group [name]

Print Name

Date

To read and adhere to all of the relevant policy and procedures that will be provided for you in your induction.

To behave in a way that represents LGBT Group appropriately while conducting business or activities in its name.

To act in LGBT Groups best interests. To attend at the time agreed.

To attend training and supervision.

To let LGBT Group, know, with as much notice as possible, if you plan to leave.

To not accept gifts or hospitality that may be seen to influence LGBT Group.

To tell LGBT Group if you have any conflicting interests.

To not use drugs, alcohol or other intoxicating substances when you are volunteering with LGBT Group.

To work cooperatively and collaboratively with others.

[Add any further commitments or requirements as appropriate]

Signed:

Print Name

Date