# **Volunteer Agreement**

This document is not intended to be a legally binding contract between us and it may be cancelled at any time by either us or you.

1. You are a volunteer

The position of (insert volunteer role title) at Barton Community College (College) is a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work, other than reasonable reimbursement of expenses (see paragraph 9 below).

Neither the College or (insert name of volunteer) intend any employment or contractual relationship to be created (i.e., you are not an employee, independent contractor or consultant at the College). If this changes at any time, and there is a possibility that you might undertake paid work for the College, we will discuss this and document the arrangement.

1. What you can expect when volunteering at the College

The College values its volunteers and we will endeavor to provide you with:

* a written position description so you understand your role and the tasks you are authorized to perform
* a full induction, orientation and any training necessary for the volunteer role
* a safe environment in which to perform your role
* respect for your privacy, including keeping your private information confidential
* a supervisor, so that you have the opportunity to ask questions and get feedback (see paragraph 4 below)
* reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us (for further information see paragraph 9 below), and
* insurance to cover you for the volunteer duties you are authorized to perform (see paragraph 8 below).

1. What the College asks of its volunteers?

We ask that you:

* support the College’s mission, vision and objectives
* participate in all relevant induction and training programs
* only undertake duties you are authorized to perform and always operate under the direction and supervision of designated staff and obey reasonable directions and instructions
* understand and comply with the organization’s policies and procedures including [Equal Employment Opportunity, Equal Education Opportunity and Affirmative Action](https://docs.bartonccc.edu/policies/1125-equalemploymentopportunityequaleducationopportunityandaffirmativeaction.pdf) and [Civil Rights Equity Resolution for all Students, Employees, Guests, and Visitors](https://docs.bartonccc.edu/policies/1132-Civil_Rights_Equity_Resolution.pdf).
* notify your supervisor or another staff member of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers, or the workplace
* behave appropriately and courteously to all staff, clients and the public in the course of your role
* use any property or equipment given to you in your role safely and only for purposes of the role and return it to the organization when you finish your volunteer role
* do not volunteer more than 20 hours per week
* let us know if you wish to change the nature of your contribution (e.g. hours, role) to the College at any time
* comply with the law at all times, and
* be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

1. Contact

Your contact at the College will be (enter supervisor name) and his/her contact information is (enter supervisor contact information). If you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to help you undertake your role, please communicate with your contact as soon as possible.

1. Role description and details

(Insert summary of role tasks, estimated hours (cannot exceed 20 hours per week), time commitment and location of volunteer assignment. Attach additional details via a separate position description)

It is important that you only perform the tasks in this role description and that you follow the instructions of your contact and other college staff. If you are unsure whether a particular task or work is authorized, please do not hesitate to talk to your contact person.

1. The health and safety of you and others

At the College, volunteer safety, and the safety of everyone who is involved in our organization, is a priority. Please do not hesitate to talk to your contact at any time if you have any health and safety concerns.

1. Volunteer expenses and other benefits

As a volunteer, the College will provide you with reimbursement for any reasonable out-of-pocket expenses that you incur when performing authorized tasks associated with your role.

We do this to ensure that you are not financially disadvantaged as a result of your volunteer position with us. These payments are not remuneration or wages. You will need prior approval and will always need to produce receipts.

1. Insurance

We are committed to providing adequate insurance coverage for volunteers while they are carrying out their volunteering roles that have been approved and authorized by us.

The College has the following insurances: liability.

To ensure this insurance covers you for any incidents that occur while you are volunteering with us, you need to complete an [Incident/Accident Report Form](http://docs.bartonccc.edu/humres/HRForms%20Center/incidentaccident.pdf).

1. Intellectual Property

All volunteers at the College agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of voluntary services at the College to the College.

Volunteers are taken to consent to the College’s use of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.

Please sign to acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions.

Volunteer Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Volunteer Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Copy of form and attached position description must be sent to HR after the form is signed and dated***.

Form used with permission from Justice Connect Not-for-Profit Law <https://www.justiceconnect.org.au/>

11/27/17