



# Volunteer Agreement

This volunteer agreement describes the arrangement between Edinburgh Students' Charities Appeal and ..... (Name of volunteer)

ESCA wishes to assure you of our appreciation of your volunteering with us and will do the best we can to make your experience of volunteering with us enjoyable and rewarding.

## Part 1: The organisation

Your role as a volunteer is ..... (Title of post). The post commences on ..... (Date) and finishes on ..... (Date).

The work is designed to .....  
.....  
.....  
..... (State how the work benefits the organisation)

Edinburgh Students' Charities Appeal commits itself to the following:

### a) Induction and training

- To provide you with thorough induction on the work of ESCA and its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role.

### b) Supervision, support and flexibility

- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them.
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems.
- To do our best to help you develop your volunteering role with us.

### c) Health and safety

- To provide adequate training and feedback in support of our health and safety policy, a copy of which is available on request.

**d) Equal opportunities**

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy, a copy of which is available on request.

**e) Problems**

- To try to resolve fairly any problems, grievances or difficulties you may have while you volunteer with us.
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the grievance procedure, a copy of which is available on request.

**Part 2: The volunteer**

I, ..... (Volunteer's name) agree:

- To help Edinburgh Students' Charities Appeal fulfil its aims by acting in the role of ..... (Title of post), and fulfilling the role as laid out in the job description
- To perform my volunteering role to the best of my ability
- To follow the organisation's procedures and standards, including those relating to health and safety and equal opportunities, in relation to its staff, volunteers and clients
- To meet time commitments and standards agreed to, and to give reasonable notice so that other arrangements can be made

My agreed voluntary commitment is: .....  
.....  
.....

This agreement is binding in honour only, is not intend to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Signed on behalf of Edinburgh Students' Charities Appeal:

Signature: ..... Position: .....

Name (print): ..... Date: .....

Signed by volunteer: .....

Name (print): ..... Date: .....