

Costessey Town Council



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The Costessey Centre
Longwater Lane
Costessey
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VOLUNTEER REGISTRATION & AGREEMENT

This Volunteer Agreement is a description of the arrangement between us, Costessey Town Council (CTC), and you (Volunteer) in relation to your voluntary work. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

Part 1: COSTESSEY TOWN COUNCIL

We, CTC, accept the voluntary service of
(NAME IN BLOCK CAPITALS)

Your role as a volunteer is to help
(TIME, PLACE, ROLE) This work is designed to support a community event / facilities.

We commit to the following:

1. Induction and training

- To provide thorough induction on the work of CTC, its Town Councillors and staff, your volunteering role and the training necessary to assist you in meeting the responsibilities of your volunteering role.

2. Supervision, support and flexibility

- To define appropriate standards of our services, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your voluntary work
- To provide a personal supervisor who will meet with you regularly to discuss your volunteering and any associated problems
- To do our best to help you develop your volunteering role with us and to be flexible in how we use your volunteering.

3. Expenses

- To reimburse your out of pocket expenses which we agree in advance and need receipts for.

4. Health and safety

- To provide adequate training and feedback in of your activity.

5. Insurance

- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

6. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our Equal Opportunities Policy.

7. Problems

- To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us.
- In the event of an unresolved problem, to offer an opportunity to discuss the issues.

Part 2: THE VOLUNTEER

I,
(full name in capitals, DOB)

agree to be a volunteer with CTC and commit to the following:

1. To help CTC with
2. To perform my volunteering role to the best of my ability
3. To adhere to the organisation’s rules, procedures and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers and clients.
4. To maintain the confidential information of the organisation and of its clients.
5. To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement can be made.
6. To provide referees, as agreed, who may be contacted, and to agree to a police check being carried out where necessary.

My agreed voluntary time commitment is

This agreement is binding in honour only, is not intended to be 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.

Agreed by:
Volunteer signature

On behalf of (CTC):
Name/Job Title

Address:
.....

Telephone No.

Parent/Guardian Name/Signature if under 16

Next of Kin details (in case of Emergency):
.....

Date:

Please complete the following if your organisation is representing a group of volunteers e.g. Schools, Charities, Trusts

Contact person:
(responsible for volunteers)

Organisation Name:

Email:.....

Telephone No.