



VOLUNTEER AGREEMENT

SOUTH ENGLAND CONFERENCE – TEEN MINISTRY DEPARTMENT (Organisation)

1. Nature of Agreement

The position of Volunteer at the Organisation 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 - neither the Organization or the Volunteer intend any employment or contractual relationship to be created i.e. you are not an employee, independent contractor or consultant at the Organization.

If this changes at any time, and there is a possibility that you might undertake paid work for the Organisation or be involved in vocational training, the Organization will discuss this with you and document the arrangement in a formal employment contract, contract for services or other arrangement.

2. What Can You Expect When Volunteering at the Organisation

The Organization values its volunteers and will endeavour to provide you with:

- Description, written or verbal, of your position so you understand your role and the tasks you're authorized to do
- Orientation and all the training necessary for the volunteer position
- A safe environment in which to perform your role¹
- Respect for your privacy, including keeping your private information confidential
- A supervisor, so that you have the opportunity to ask questions and get feedback

3. What the Organisation Expects From its Volunteers

The Organisation expects that all Volunteers will:

- Support the Organisation's goals and objectives and do everything in their power to promote and achieve them
- Participate in all orientation and training programs
- Only undertake duties you're authorized to carry out and always operate under the direction and supervision of nominated staff or and obey reasonable directions and instructions



- Understand and comply with the Organisation's policies and procedures i.e. Human Resource Policy, Employment Equity, Child Protection Policy etc.
- Behave appropriately and courteously to all staff, students and any other party or parties the Organisation has relations with
- Notify the organisation, in due time, if you wish to change the nature of your contribution
- Be open and honest in all their dealings with the organisation
- Comply with local laws at all times

4. Contact person or Supervisor

Volunteer will be notified of the supervisor prior to event. If you have any questions or require assistance regarding your role in the Organisation, please contact this person as soon as possible.

5. Training

The Organisation is committed to providing suitable training in support of the Organisation's Child Protection policy. For this reason, it's the Organisation's policy that all employees and volunteers undergo a Child Protection Policy training session before or as soon as possible after commencement of their employment or volunteer position.

6. Volunteer Expenses

All expenses must be authorised by supervisor, if not, the Organisation will not reimburse the Volunteer for any out-of-pocket expenses the Volunteer may incur in order to carry out any and all tasks related to the Volunteer position; the Volunteer agrees to take on all financial responsibilities related to the position.

7. Media Agreement

At the discretion of the Organisation's management, any violation of the expectations outlined below may lead to the termination of your volunteer position with the Organisation.

- 1) I agree to maintain the confidential information of the organisation.
- 2) I understand that all activities and reporting conducted while volunteering is associated with the Organisation and must be mentioned and credited in all media presentations, including but not specific to written articles, television, or film.



3) Any publicity in association with this project must be approved directly through the Organisation's communications department. Do not speak with media unless authorized first by the Organisation.

4) I agree to provide the Organisation with a copy of any pictures taken at the Organisation related events.

5) I agree not to post any photos, video or writing on the internet that is Organisation-related (including Facebook, personal blogs), especially if it relates to minors (under 18 years) without consent. This does not include sharing or linking media content that originated from the Organisation (e.g. sharing the Organization's Facebook post/photo).

8. Background Check

As a condition of volunteering, I give permission for the Organisation to conduct a background check on me, which may include a review of sex offender registries, child abuse, and criminal activity records, references from local church board. I understand that, if appointed, my position is conditional upon the Organisation receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability to the Organisation, the employees and volunteers thereof, or any person or organisation that may provide such information.