

If you volunteer for an extended role with AACT we will prepare a Volunteer Agreement for you. This is an outline to give you an idea of the sort of areas your agreement would cover. It is based on the Volunteer Agreement proposed by Volunteer England as at July 2010. If there is anything you would like clarified do of course discuss it with us. We will do our best to accommodate any special needs such as flexibility.

Volunteer Agreement for **your name**

This Volunteer Agreement describes the arrangement between Access-Ability Communications Technology (AACT) and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

The organisation

Your role as a volunteer is as a **position**. It starts on **date (if you are volunteering to take part in a specific project, the likely end date of the project might be given here as well)**. Your main Contact will be **name**.

The volunteering role described here *is designed to help AACT in its current situation as a small, largely voluntary organisation realise one of its immediate objectives. This objective is to*

You can expect AACT to

1. Induction and training

- outline AACT's mission and ways of working
- **provide relevant documentation,**

2. Supervision, support and flexibility

- organise meeting and working alongside **main Contact** to **help....**
- be flexible in agreeing when you and **main Contact** will work together. **Possibly an outline here of any constraints or things we are aware of which we'll take into account**
- be clear about what tasks we'd like you to do
- make you aware of the insurance cover available while undertaking the voluntary role
- make you aware of relevant Health and Safety policies.

3. Expenses

- pay, if you wish, your travel expenses to get from your home (**in**) to us at the standard rail/bus fare rates if you provide us with suitable documentation including receipts showing the actual expense you incurred.

AACT expects you to

- help it fulfil its aims by acting as a volunteer
- perform your volunteering role to the best of your ability
- follow the relevant area Health and Safety policies while in AACT's office and elsewhere on University of Reading property. Should it be necessary to undertake the role elsewhere, **main Contact** must make any relevant Health and Safety policies clear.
- maintain the confidential information of the organisation and of its clients (**if there are special conditions, for example access to sensitive personal data, then a confidentiality agreement may need to be signed. For some areas of volunteering, a CRB check may be required**).
- meet the time commitments and standards which have been mutually agreed to and to give reasonable notice so other arrangements can be made when this is not possible
- make yourself familiar with our Volunteer Policy (available on our website) and raise any issues you feel unsure about with **main Contact**.

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

Schedule of work to be undertaken

The main objective is to

Your role is to

- *list of tasks*

Currently your normal place of volunteering is expected to be **main place (if there is one)** and **possible variations to this**.