**ELATT Volunteer Agreement**

This agreement is intended to indicate the value with which ELATT places on its volunteers and does not represent a contract of employment. There is no intention of creating a legally binding relationship; the agreement is to make clear our appreciation of your services and your commitment to the ELATT. We aim to do the best we can to make your volunteer experience with ELATT a productive and rewarding one.

**ELATT**

ELATT will aim:

* To provide adequate information, training and assistance for the volunteer to be able to meet his/her responsibilities and tasks, as agreed in the role description agreed with his/her supervisor
* To ensure satisfactory supervisory support to the volunteer and to provide feedback on performance.
* To respect the skills, dignity and individual needs of the volunteer.
* To be receptive to any comments from the volunteer regarding ways in which ELATT might mutually better accomplish our respective tasks.
* To treat the volunteer as an equal partner with the organisation's staff, aiming for completion of the organisation's goals and the fulfilment of its purpose.
* To provide a reference, subject to satisfactory completion of tasks and duties.

**The Volunteer**

Will aim:

* To perform my volunteer duties as set out in the agreed role description, to the best of my ability.
* To adhere to the organisation's rules and procedures, including health and safety, equal opportunities, confidentiality of organisation and student information.
* To meet time and duty commitments as agreed with my supervisor in the attached role description and timetable, or to inform the supervisor so that alternative arrangements can be made.

Signed: *(COVID-19: Return Email indicating agreement is sufficient)*

Volunteer Name:

Date:

Signed: *(COVID-19: Return Email indicating agreement is sufficient)*

Volunteer Lead or Supervisor Name:

Date:

**Volunteer timetable agreed**

Start Date: End Date:

Volunteer’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/reporting to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Remote version accessible here at https://resources.elatt.org.uk/elatt-handbook/20-volunteers/elatt-volunteer-agreement-timetable.pdf