

####  Volunteer Agreement

This Volunteer Agreement is a description of the arrangement between us, *(Brighton Yoga Foundation*), and you (*XXX*) 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 Brighton Yoga Foundation**

We, *Brighton Yoga Foundation*, accept the voluntary service of XXX.

Your role as a volunteer is: XXX. This work is designed to provide XXX. This role is not a paid position, however basic expenses are offered and explained in point 8.

We commit to the following:

**1. Induction**

* To provide all the information 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 main point of contact, and where possible a trustee at The Brighton Yoga Foundation available as required to discuss your volunteering and any associated problems and arrange face to face meetings on occasion if required.
* To do our best to help you develop your volunteering role with us should this be required and to be flexible in how we use your volunteering to the best of our ability with the tasks available.
* To provide you with feedback at the end of your volunteer role with us and to give you the opportunity to give feedback on your role to The Brighton Yoga Foundation. If an on-going volunteer role, then to provide scheduled regular feedback.

**6. Equal opportunities**

* To ensure that all volunteers are dealt with in accordance with statutory equal opportunities regulations.

**7. Problems/Grievances/Difficulties**

* 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.

**8. Health and safety**

* To provide adequate training and feedback in support of health and safety requirements, as appropriate.

## **9. Expenses**

* To reimburse the following expenses incurred by you in doing your voluntary work in accordance with the procedures set out in the Volunteers agreement:

Eg:

Meal allowance to a maximum of £[ ] with a receipt

or

Travel to and from home to (the office) and during your work as necessary to a maximum of £[ ] with a receipt

### Part 2 The volunteer

I, XXX, agree to be a volunteer with *Brighton Yoga Foundation* and commit to the following:

1. To help *Brighton Yoga XXX*
2. To perform my volunteering role to the best of my ability
3. To adhere to the organisation’s rules, procedures and standards 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.
6. To consider the tasks required carefully alongside existing personal and work commitments and to meet my agreed volunteer role time commitment of XX per week and to remain in the volunteer role until XXX
7. To make every effort to provide a month’s notice in the event of a change in personal circumstances so that alternative arrangements can be made to provide cover.
8. To provide referees if required who may be contacted and to agree to a police check being carried out where necessary.

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.

Agreed to: …………………………. …………………………

 Volunteer signature On behalf of (*BYF*)

Date: XXXXX

Volunteer role: XXXX