



DOCUMENT TITLE: Volunteer Agreement

POLICY NUMBER: 02082017

CATEGORY: VOLUNTEER

LEGISLATIVE CONTEXT: Links to the National Standards for Involving Volunteers

RELATED DOCUMENTS: Volunteer Policy
 Volunteer Expression of Interest Form
 Volunteer Health & Safety Policy Statement and Checklist

STATUS TABLE:

Approval Date: August 2017	
Review date: August 2018	
Policy Author – Alison Kennedy	Version: v1.0 _2
Position responsible for implementation of the policy: Chief Executive Officer	



Agreement of the Volunteer

You agree:

1. To give your voluntary services to THF and assist in the work of community fundraising and support without pay to the best of your abilities, and to comply with all of the directions of your nominated supervisor.
2. To attend all training sessions, and report punctually for work;
3. That you know of no reason why you are, or may be, unable to, or prevented from providing the voluntary services that may be allocated to you by THF;
4. To wear the official volunteer uniform as provided and to keep such uniforms in a clean and presentable state at all times, to be returned at the conclusion of the event or your period of service;
5. To keep confidential any information you have access to but that is advised to be confidential or which you should reasonably know is confidential;
6. To notify your supervisor of any ideas or materials you may create relating to your provision of voluntary services and, by signing this document, you transfer to THF all rights and interests in such creations (including copyright); and
7. To safeguard your personal property (for example bags and money) located at the premises of the THF or locations of operation and to understand that we are not responsible for any lost, stolen or damaged personal property;
8. That you will not do anything to compromise your safety or the safety of others and you understand that there policies and procedures which must be followed in relation to safety and safe work practices;
9. That you will not do anything, while providing the voluntary services, or wearing the official volunteer's uniform/badge supplied by THF, that may bring THF or other volunteers into disrepute;
10. That you have no rights to, and must not use in any manner for any purpose, the THF logo, or any name, corporate style or logo used by the THF and that these are the absolute property of THF;
11. To participate in all identity verification checks, background security checks and other security checks;
12. That in conducting background security checks, the THF may request the Queensland Police Service to identify whether you have:
 - a) any adult Commonwealth, State, Territory or foreign convictions less than 10 years old;
 - b) any adult Commonwealth, Territory or foreign convictions over 10 years old where the sentence imposed was imprisonment longer than 2 years, or any adult State convictions over

- 10 years old where the sentence imposed was imprisonment longer than 6 months;
 - c) any juvenile Commonwealth, Territory or foreign convictions less than 5 years old, or any juvenile State convictions less than 3 years old;
 - d) and/or any juvenile Commonwealth, Territory or foreign convictions over 5 years old where the sentence imposed was imprisonment longer than 2 years or juvenile State convictions over 3 years old where the sentence imposed was imprisonment longer than 6 months;
13. Not to bring any claims against:
- a) THF (including directors, officers, employees, contractors, volunteers or agents) for any damage, injury, loss or liability to persons or property caused by your wilful, reckless or negligent acts or omissions while providing the voluntary services; and/or
 - b) the Queensland Police Service or other agencies in relation to their release of information referred to in paragraph 13;
14. To your provision of voluntary services being photographed or recorded for use in our promotional or educational programs, and that you have no right to pre-approval of, and no entitlement to payment for any such use;
15. To our administration of first aid and/or medical treatment if you are injured or ill while giving voluntary services; and
16. That THF may terminate your appointment as a volunteer and cancel your accreditation if you do not comply with these provisions or engage in misconduct which, in the opinion of THF adversely affects its interests or those of THF.

This Agreement shall be governed by the laws of Queensland.

The volunteer has read and agrees to the terms of this document. The information given to THF in the Volunteer Application Form and subsequent telephone and face-to-face interviews has been given by the volunteer personally and is correct to the best of the volunteer's knowledge and belief.

Signature _____

Name _____

Position _____

_____ / _____ /20 _____

Name _____

(Volunteer's signature)

(Volunteer's full name - please print)

_____ / _____ /20 _____

Volunteer's address (please print)

In the case of a volunteer under 18 years of age, a parent or authorised guardian must sign as well as the volunteer.

(Parent's / Guardian's full name - please print)

_____ / _____ /20 _____

(Parent's / Guardian's signature)