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**EVENT VOLUNTEER AGREEMENT FORM**

We appreciate you coming to volunteer at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and want to ensure that your experience with us is a rewarding and positive one.

This agreement sets out our commitment to you and what we ask from you in return. It is not intended to be legally binding and may be stopped at any time by either party. As a volunteer, your time and commitment are greatly appreciated, but you will not be paid for the work that you do. You always have the right to decline any task we ask you to undertake. You will also be provided with a volunteer role description to help you, but if you have any questions, please do raise them with Claire Elliott – Event Officer giving you a positive experience.

* Providing you with an induction when you start your role to introduce you to how the event operates and your role in it.
* Providing a named person who will be your point of contact whilst volunteering.
* Providing support throughout your volunteer experience through regular communication.
* Explaining the standards we expect and encouraging and supporting you to achieve and maintain them.
* Being flexible in relation to your volunteering hours, recognizing your need for holiday time and other commitments.
* Honouring the time commitment you have agreed to give us and not expecting more from you unless offered and agreed.
* Providing training required to undertake the role.
* Reimbursing agreed out-of-pocket expenses where applicable.
* Providing adequate training and information to ensure you know what to do to stay safe.
* Providing adequate insurance cover for you whilst undertaking volunteering approved and authorized by us.
* Ensuring that you are treated fairly.
* Trying to resolve fairly any issues or difficulties you may have whilst you volunteer with us before they become problems. In the event of an unresolved problem, offering an opportunity to discuss the issue in accordance with the relevant policies.
* Following up on any feedback or questions you may have regarding your involvement as a volunteer.

**The volunteer (named below) is committed to:**

* Performing my volunteering role to the best of my ability.
* Meeting time commitments as agreed but giving as much notice as possible if I cannot do so.
* Following Faversham Town Councils policies and procedures.
* Returning any equipment when I end my volunteering.

This agreement is not intended to be a legally binding contract between us and may be stopped at any time by either party.

We would like to take this opportunity to thank you for committing your time and experience to the role and hope that it will be a rewarding and enjoyable experience.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Volunteer)

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Event Officer)

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_