

**APPOINTMENT LETTER**

**Name & Surname:** .....  
**ID no.** .....  
**Nationality:** .....  
**Age:** .....

**Subject: Letter of Appointment as a volunteer**

Dear Sir/Madam

We are pleased to inform you that your appointment as **VOLUNTEER** has been done as on date mentioned below for **AFRICAN REFUGEE AND MIGRANTS AID “ARMA”** (A Non-Profit Organisation)

This offer is on the following terms and conditions:

1. Your position in the Organisation is as Nonemployment basis where you will not get any salary or monetary benefits from Organisation for your service. Your service in the Organisation will be governed by the rules & regulations in force from time to time.
2. You can devote as much time as you wish for **AFRICAN REFUGEE AND MIGRANTS AID** during your period as volunteer.
3. Your appointment will be initially in your home town/current residential address.
4. You will get event project assignments on the date of the event from Management and You have to complete these assignments in the timely manner as per the guidelines provided by Management.
5. In Case You want to add some social project on behalf of you in the monthly assignment list then you have to take written approval from Organisation’s management. Without such approval you will not be able to perform that project on behalf of Organisation.
6. You will not use the name of Organisation in any manner (for example Advertisement/ Media) unless you get written approval from management to do so.
7. You shall furnish to the management your correct residential address, phone number and E Mail address.
8. During the period you work as a **VOLUNTEER** with the Organisation, you will not accept any monetary benefits like cash or any favourable goods/services/benefits from any person/organisation in revert to the social services rendered by you on behalf of Organisation.
9. While working for Organisation you will follow the local laws as applicable in your project location.



10. You will not accept donation in any form on behalf of Organisation from any source. All the donations must be sent directly to the Organisation's head office.
11. At any time during the service, the Organisation may terminate this appointment without giving any reason in case you breach any terms / condition of this agreement or you get involved in any illegal or criminal activity or you do such an act which Organisation thinks as not right.
12. Organisation does not take any responsibility of you at any point of time.
13. During the period of your service with the Organisation you will devote your full attention to the responsibilities entrusted to you and you will perform your duties to the best of your ability and in best interest the Organisation, in line with directions and guidance from the Management of Organisation.
14. This letter is issued on the understanding that all the information furnished by you in your application is correct and true. If, at any time, it is found that the information given by you is not correct and true and or you have suppressed any information, the Organisation will have the right to terminate the contract without any notice.
15. This Appointment letter is issued to you in duplicate. Please affix your signature and return the copy in token of having understood and accepted these terms and conditions.

I have read and understood all the terms and conditions of my services as a **VOLUNTEER** for **AFRICAN REFUGEE AND MIGRANTS AID "ARMA"** as mentioned herein and fully agree to subject myself to the said terms and conditions.

Name and Surname: .....  
Date: .....  
Signature: .....

**OFFICE USE**

**AFRICAN REFUGEE AND MIGRANTS AID "ARMA"** Authorized Signatory  
Manager/Supervisor of **LEGAL CONSULTANT TEAM**

Name and Surname: .....  
Membership Number: .....  
Date: .....  
Signature: .....

Approved by the Director/ Chairperson of **AFRICAN REFUGEE AND MIGRANTS AID "ARMA"**

Name and Surname: .....  
Membership Number: .....  
Date: .....  
Signature: .....