



# Volunteer Agreement

Name\_\_\_\_\_

Address\_\_\_\_\_

Phone  
Number\_\_\_\_\_Email\_\_\_\_\_

This document is not intended to be a legally binding contract between us and it may be cancelled at any time by either us or you.

## 1. You are a volunteer

The position of \_\_\_\_\_ at Sphinx House for Wayward Cats(SHFWC) is a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work, other than reasonable reimbursement of expenses (see below at paragraph 9). Neither SHFWC or \_\_\_\_\_ intend any employment or contractual relationship to be created (ie. you are not an employee, independent contractor or consultant at SHFWC). If this changes at any time, and there is a possibility that you might undertake paid work for the organisation or be involved in vocational training, we will discuss this and document the arrangement in a formal employment contract, contract for services or other arrangement.

## 2. What you can expect when volunteering at SHFWC

SHFWC values its volunteers and we will endeavour to provide you with:

- a written position description so you understand your role and the tasks you are authorised to perform
- a full induction, orientation and any training necessary for the volunteer role a safe environment in which to perform your role
- respect for your privacy, including keeping your private information confidential a supervisor, so that you have the opportunity to ask questions and get feedback (see para. 4 below)
- reimbursement for your reasonable expenses so you are not out-of-pocket as a result of volunteering for us (for further information see para. 9 below), and
- insurance to cover you for the volunteer duties you are authorised to perform (see para. 10 below)

## 3. What SHFWC asks of its volunteers?

We ask that you to:

- Support SHFWC aims and objectives participate in all relevant induction and training programs
- only undertake duties you are authorised to perform and always operate under the direction and supervision of nominated staff and obey reasonable directions and instructions
- understand and comply with the organisation's policies and procedures including health and safety, privacy and confidentiality policies.
- notify your supervisor or another member of staff of any health and safety issues or potentially hazardous situations that may pose a risk to you or others and report any accidents or incidents relating to staff, volunteers, or the workplace behave appropriately and courteously to all staff, clients and the public in the course of your role
- use any property or equipment given to you in your role safely and only for purpose of the role and return it to the organisation when you finish your volunteer role
- let us know if you wish to change the nature of your contribution (e.g. hours, role) to SHFWC at any time
- comply with the law at all times, and
- be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

#### 4. Contact person

Your contact person at SHFWC will be Michelle Engel, 517-206-5537,

[sphynxhousefwc@gmail.com](mailto:sphynxhousefwc@gmail.com), or Alternate \_\_\_\_\_

If you have any questions or concerns about your role, your health and safety, or if there is any assistance you need to help you undertake your role, please contact her as soon as possible.

#### 5. Role description and details (See attached)

It is important that you only perform the tasks in this role description and that you follow the instructions of Michelle Engel(or Alternate \_\_\_\_\_) and SHFWC staff. If you are unsure whether a particular task or work is authorised, please do not hesitate to talk to your contact person.

#### 6. The health and safety of you and others

At SHFWC volunteer safety, and the safety of everyone who is involved in our organisation, is a priority.

**\*\*OSHA laws in Michigan regarding volunteers?**

We will provide you with a full induction, safety equipment and role training when you commence as a \_\_\_\_\_ with our organisation. However, please do not hesitate to talk to your contact officer at any time if you have any health and safety concerns.

#### 7. Induction and training required before you start in the volunteer role

SHFWC is committed to providing suitable training in support of our health and safety, discrimination and privacy policies. For this reason it is our policy that all volunteers undertake induction and/or training at SHFWC prior to commencing their volunteer position. We will be holding the next volunteer induction session at \_\_\_\_\_.

Please contact Michelle Engel or Alternate \_\_\_\_\_ to confirm you are able to attend this session or for details of alternative sessions

#### 8. Information we require before you can start in the volunteer role

Before you can commence the volunteer role, we need the following information:

- Copy of Drivers License-front and back
- Date of Birth(Month, Day, Year)
- Health issues that we should be aware of (example-allergies)

All background check information will be conducted in accordance with our 'Background Check' policy and our privacy policy.

9. Volunteer expenses and other benefits As a volunteer, SHFWC will provide you with reimbursement for any reasonable out-of-pocket expenses that you incur when performing authorized tasks associated with your role. We do this to ensure that you are not financially disadvantaged as a result of your volunteer position with us. These payments are not remuneration or wages. You might need prior approval and will always need to produce receipts. We may sometimes provide you with other benefits as part of your volunteering role (examples include training, free food, accommodation, event entry, clothing or equipment). Where this occurs, it is on a gratuitous basis at the discretion of SHFWC and is not payment in lieu of salary.

#### 10. Insurance

We are committed to providing adequate insurance cover for volunteers whilst carrying out their volunteering roles that have been approved and authorised by us. SHFWC has the following insurances: \_\_\_\_\_

To ensure this insurance covers you for any incidents that occur while you are volunteering with us, you need to:

- Report an incident as soon as it has occurred to Michelle Engel or Alternate \_\_\_\_\_.

- Fill out an incident report.
- Sign in and out each time you volunteer.

We want to let you know that the following events are unlikely to be covered by our insurance:

- actions that are beyond the scope of your volunteer role, or that occur without appropriate authority or permission from us
- criminal activity (including criminal charges arising out of driving incidents)
- dishonest or reckless activities

#### 11. Intellectual Property

All volunteers at SHFWC agree to transfer all intellectual property rights and interests (including copyright) in any ideas or materials they create relating to their provision of voluntary services at SHFWC to Michelle Engel. Volunteers are taken to consent to SHFWC use of such creations in a manner reasonably contemplated by the voluntary services provided under this document. As a volunteer you also agree not to bring any claim for infringement of your moral rights in respect of that use.

Please sign to acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions.

Volunteer full name \_\_\_\_\_

Volunteer signature \_\_\_\_\_

Date \_\_\_\_\_