

VOLUNTEER AGREEMENT

- I have agreed to be placed with ECHO Neighbourhood Centre as a _____
- Volunteer, carrying out the role and duties as outlined in the applicable job description, of which I have a copy.
- I have agreed to undertake these duties on the following days and times:

- Where relevant, I will be providing support to:

- I agree not to provide volunteering services to any other client without the approval of ECHO Neighbourhood Centre staff or to provide a client with my phone number.
- I have been given personal information that I need to know about a client, in order to provide a service, and I have agreed to uphold the **Code of Conduct and the Confidentiality Agreement** in all respects.
- I understand my rights and responsibilities as an ECHO Volunteer and I have been given a copy of the current Code of Conduct, Confidentiality Agreement, Occupational Health and Safety Policy and ECHO's Grievance Policy.
- I understand that I am directly responsible to the Centre Coordinator or his/her delegate in the performance of my duties.
- I give consent for the information I have given about myself, to be held in a safe and secure place on the premises and to be used for statistical information as required.
- I understand that my role as a volunteer is not paid, however that on the submission of a completed ECHO reimbursement form I can be reimbursed for agreed out-of-pocket expenses incurred in the performance of my role as an ECHO Volunteer.
- I agree to attend training in order to perform my duties as a volunteer and to fulfil the legal responsibilities of the organisation.
- I agree to keep ECHO staff up dated with my personal information and to complete and forward a monthly worksheet for ECHO staff to complete statistical information for the relevant funding body.
- I have read and understand all the contents of the Volunteer Application Kit and I agree to uphold the responsibilities contained therein.*
- Signed by Volunteer:** _____ **Signed by ECHO Staff:** _____

Date: _____