

THE CLUBHOUSE PROJECT DAY SERVICE LTD

Volunteer Agreement

We really value our volunteers and the work they do, and will do the best we can to make your volunteer experience with us enjoyable and rewarding. This Volunteer Agreement describes the arrangement between The Clubhouse Project Day Service Ltd and you.

The Organisation:

The Clubhouse Project Day Service supports people with a learning and /or physical disability living in Surrey and the surrounding areas.

Your role as a volunteer is to help us to run the project by carrying out activities that will enhance their time with us.

Induction and Training:

We will provide induction on the work of The Clubhouse Project, the people involved and your volunteering role. You will be invited to attend all mandatory training courses that take place during the year.

Supervision, Support and Flexibility:

We will explain the standards we would like to achieve and encourage and support all our volunteers to achieve and maintain them.

We will provide a named person who can meet with you to discuss your volunteering and any issues or problems.

We will do our best to help you develop your volunteering role with us.

Expenses:

We will repay out of pocket expenses including mileage if your own car is driven to and from an activity.

Health and Safety:

We will provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.

Equal Opportunities:

We will ensure that all volunteers are dealt with in accordance with our Equal Opportunities Policy.

Issues:

We will try to resolve fairly any issues, grievances and difficulties you may have while you volunteer with us and in the event of an unresolved problem will meet to discuss the issues.

The Volunteer:

We expect you to:

- To help The Clubhouse Project Day Service carry out its activities.
- To perform your volunteering role to the best of your ability.
- To follow the organisation's policies, procedures and standards.
- To meet time commitments and to give reasonable notice if you are not able to attend so other arrangements can be made when this is not possible.
- To provide referees as agreed who may may be contacted, and to agree to a DBS check being carried out.

Signed: _____ (on behalf of

The Clubhouse Project Day Service Ltd

Date: _____

Signed: _____ (volunteer)

Date: _____