



Volunteer Agreement

The Friends of Streatham Hill Theatre (a volunteer-run community campaign) wishes to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteering experience with us enjoyable and rewarding.

This Agreement describes what you can expect from us and the standards of personal and professional conduct we expect from you.

Your specific role and activities will be as agreed between you and us from time to time.

We, The Friends of Streatham Hill Theatre (the organisation), will do our best:

- To provide an induction to the organisation, other volunteers, your volunteering role and to provide the training you need to meet the responsibilities of this role;
- To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;
- To explain and make available our policies, procedures and processes, including those relating to health & safety, equality, diversity & safeguarding, data management & privacy, confidentiality, and concerns & issues (<http://resources.streathamhilltheatre.org/friends/>);
- To provide a named person who will communicate with you regularly to discuss your volunteering and any successes or problems;
- To do our best to help you develop your volunteering role with us;
- To reimburse pre-approved, authorised and reasonable 'out of pocket' expenses incurred by you during the course of your work, through our expenses process;
- To provide a safe and healthy environment in which you can work;
- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us;
- To ensure that all volunteers are dealt with in accordance with our equality policy;
- To try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us.

I,, agree to do my best to:

- Help the organisation fulfil its aims and objectives;
- Perform my volunteering role to the best of my ability;
- Follow the organisation's policies, procedures and processes, in relation to its staff, members, volunteers and service users;
- Maintain the confidential information, data and privacy of the organisation, its staff, members, volunteers and service users;
- Meet time commitments and standards agreed to and to give reasonable notice so other arrangements can be made when this is not possible;
- Not present myself as a representative of the organisation without prior approval;
- Agree that any work I produce as a volunteer will be owned by the organisation.

This agreement is in honour only and is not intended to be legally binding. There is no intention of an employment relationship.

Signed Date
(for The Friends of Streatham Hill Theatre)

Signed Date