

Dear xxxx,

Further to recent discussions I am pleased to advise you that we can offer you voluntary work as detailed below. **Nothing in this agreement should be interpreted as an offer of employment, paid work, or a contract for services.**

Start Date: xx/xx/xx

Support Officer: xxxxx

Department:

Location: You will be based atAny alternative arrangements will be by agreement.

Role: Volunteer(insert title eg. benefits adviser).

Duties: Insert brief description.

Commitment:

There is no obligation on you to assist us, nor any obligation on NAME OF ORGANISATION to provide you with volunteering opportunities. You have offered to give NAME OF ORGANISATION an approximate time commitment in the first instance of xxxxxx hours per week on INSERT DAYS although these may be subject to change to suit your other commitments. Your time should be recorded on the volunteer time sheet provided each month, countersigned by your Support Officer and submitted to..... for monitoring purposes.

Criminal Records Checks:

If your voluntary duties are likely to bring you into contact with either children or vulnerable adults at some point in the future, we reserve the right to request you to undergo a records check via the Criminal Records Bureau prior to making such contact.

Remuneration – expenses:

There is no financial remuneration for you under this arrangement. However, pre-arranged expenses for travel and subsistence will be reimbursed on production of the necessary receipts. A claim form for this can be obtained from and must be approved by your Support Officer.

Policies/Procedures:

I enclose a copy of our Volunteers' Handbook which gives useful guidance and further details of the arrangements between(name of organisation) and you.

Notice:

There is no requirement for you to give any notice if you wish to stop volunteering but, because we rely on voluntary assistance, it would help if you could give as much notice as you are able to.

.Could you please countersign the attached copy of this letter and return it to me to indicate your agreement to these arrangements.

Yours sincerelydate.....for.....(organisation)

Signed.....date.....(volunteer)