



## Volunteer Guidance Note

### Volunteers/trainees are not employees

Mind in Croydon welcomes volunteers/trainees to help it undertake its work. However volunteers/trainees are not employees, and it is important to realise the difference. As a volunteer/trainee please sign this form where indicated below.

I have applied to become a volunteer/trainee, not an employee, and agree by signing here that I understand the differences outlined below.

Signed:

Date:

As a Volunteer/Trainee	As an Employee
I have a volunteer/trainee agreement	I would have an employment contract
I provide my services voluntarily and without reward. The only monies I am able to claim are expenses.	I would receive a wage for work that I do as well as being able to claim any expenses
Although I am reasonably expected to put in a certain amount of hours per week, I realise that I am not obliged to	I am obliged to do contracted hours
I am requested to act in a certain way and may be asked to leave without notice.	I would be bound by policies and procedures which, if I did not conform, might invoke the organisation's disciplinary procedure for employees

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