



Dear

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

Start Date:

Manager:

Department:

Location: You will be based at
Any 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 Mind in Croydon to provide you with volunteering opportunities. You have offered to give Mind in Croydon an approximate time commitment in the first instance of hours per week on although these may be subject to change to suit your other commitments.

DBS Checks:

Disclosure and Barring Service Checks are required for all volunteers who come into contact with vulnerable adults/confidential documents.

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 your Manager.

Policies/Procedures:

I enclose a copy of our Volunteers’ Handbook which gives useful guidance.

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 sincerely,

Signed for Mind in Croydon Date:

Signed (Volunteer) Date:

In accordance with Data Protection Law, we will only use your personal data for those purposes for which you have given your permission. A full copy of our Privacy Statement is available at www.mindincroydon.org.uk