

VOLUNTEER AGREEMENT

This is an Agreement between:

Name: _____ (referred to in this document as '**the volunteer**'
or '**you**') at

Address:

and

Stationery Aid (sometimes referred to in this document as '**we**') located at the Green Shed (next to Kakowan) James Drysdale Reserve, 2 Pine Hills Drive Bunya Q 4055.

This Agreement is not intended to be a legally binding contract between us and it may be cancelled at any time by either us or you.

1. You are a volunteer

The role of **general volunteer** at **Stationery Aid** is a volunteer role. This means you are not an employee of, or contractor to, **Stationery Aid** and, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work.

Neither **Stationery Aid** nor you intend any employment or contractual relationship to be created (you are not an employee, independent contractor or consultant at **Stationery Aid**).

You hereby agree to provide the following services:

- Sorting, cleaning and renewal of incoming stationery donations and equipment; and
- Preparation of student yearly booklists and stationery packs.

Services will also include any other tasks which both parties may agree on.

2. What you can expect when volunteering at Stationery Aid

Stationery Aid values its volunteers and we will endeavour to provide you with:

- a safe environment in which to perform your role;
- respect for your privacy, including keeping your private information confidential;
- a supervisor, so that you have the opportunity to ask questions and get feedback (see paragraph 4 below)

3. What Stationery Aid asks of its volunteers

We ask that you:

- support **Stationery Aid's** aims and charitable objectives;
- only perform duties you are authorised to perform and always operate under the direction and supervision of **Stationery Aid** and obey reasonable directions and instructions;
- notify your supervisor or another member of staff of any health and safety issues and report any incidents relating to staff, volunteers, or the workplace;

- behave appropriately and courteously to all staff, clients and the public in the course of your role;
- use any property or equipment given to you in your role safely and only for purpose of the role and return it to the organisation when you finish your volunteer role;
- comply with the law at all times, and
- be respectful, open and honest in your dealings with us.

4. Contact Person

Your contact person at **Stationery Aid** will be **Alison Schutt**. If you have any questions about your role, or if you need any assistance to help you perform your role, please contact Alison on 0419 757 867 as soon as possible.

5. The health and safety of you and others

At **Stationery Aid** volunteer safety, and the safety of everyone who is involved in our organisation, is a priority.

As a volunteer, you agree to:

- take reasonable care for your own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instruction by **Stationery Aid**
- letting **Stationery Aid** know of any concerns you may have about safety or fitness in performing your role.

It's important to understand that you may be personally liable (that is legally or financially responsible) for any harm or damage caused to yourself or others if you act outside of your volunteering role, outside of the instructions given to you or you are affected by drugs or alcohol when you are volunteering.

It's therefore important that you only perform the tasks in your role as a volunteer and that you follow the instructions of your contact person **Alison Schutt** and **Stationery Aid's** staff.

6. Confidentiality

Confidential information (the "Confidential Information") refers to any beneficiary names, data or information relating to the business of Stationery Aid which would reasonably be considered to be proprietary to Stationery Aid including, but not limited to, accounting records, business processes, and organisation records and that is not generally known in the industry of Stationery Aid and where the release of that Confidential Information could reasonably be expected to cause harm to the organisation.

The volunteer agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the volunteer has obtained, except as authorised by Stationery Aid or as required by law. The obligations of confidentiality will apply during the term of this Agreement and will survive indefinitely upon termination of this Agreement.

All written and oral information and material disclosed or provided by Stationery Aid to the volunteer under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the volunteer.

7. Consent to use photographs and images (please circle)

You **[agree/do not agree]** that **Stationery Aid** may take photographs and video footage of you carrying out your volunteer work and use it for the purposes of marketing and promotion of **Stationery Aid** and its goods or services. This may include printed and digital marketing, including the use of your image on social media platforms and other media including television.

8. Contact in case of emergency

Name: _____ Phone number: _____

Address: _____ Relationship to you: _____

Please sign to acknowledge that you have read this volunteer agreement and have had an opportunity to ask questions.

Volunteer

Signature: _____

Name:

Contact Number:

Date:

Stationery Aid Delegate

Signature: _____

Name: Alison Schutt

Contact Number: 0419757867

Date: