

SAMPLE - Agency and Volunteer/Intern Agreement

This agreement is intended to indicate the seriousness with which we treat our volunteer/intern assignments. The intent of the agreement is to assure you both of our deep appreciation of your services and to indicate our commitment to do the very best we can to make your volunteer/intern experience here a productive and rewarding one.

I. AGENCY

We, _____(agency name), agree to accept the services of
_____ (volunteer/intern) beginning
_____ (date). We commit to the following:

1. To provide adequate information, training, and assistance for the volunteer/intern to be able to meet the responsibilities of their position.
2. To ensure diligent supervisory aid to the volunteer/intern and to provide feedback on performance.
3. To respect the skills, dignity and individual needs of the volunteer/intern, and to do our best to adjust to these individual requirements.
4. To be receptive to any comments from the volunteer/intern regarding ways in which we might mutually better accomplish our respective tasks.
5. To treat the volunteer/intern as an equal partner with agency staff, jointly responsible for completion of the agency mission.

II. VOLUNTEER/INTERN

I, _____, agree to serve as a volunteer/intern and commit to the following:

1. To perform my volunteer duties to the best of my ability.
2. To adhere to agency rules and procedures, including record-keeping requirements and maintaining the CONFIDENTIALITY of agency and client information.
3. To meet time and duty commitments, or to provide adequate notice so that alternate arrangements can be made.

III. AGREED TO:

Volunteer/Intern

Date

Staff Representative

Date

This agreement may be cancelled at any time at the discretion of either of the parties, but will expire automatically in ___ months on _____ unless renewed by both parties.