**VOLUNTEERING AGREEMENT**

Between the organisation *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(a.s.b.l. or other*), having its registered office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

here represented by Mr/Mrs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, *function*, on the one hand ;

hereinafter referred to as "the organisation

and

Mr/Mrs *First Name NAME*, residing at \_\_\_\_\_\_\_\_\_\_, born on \_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_, on the other hand,

hereinafter referred to as "the volunteer

This volunteer agreement is hereby concluded.

**Article 1: Purpose of the Convention**

The purpose of this agreement is to define the framework of the relationship between the organisation and the volunteer.

**Article 2: Definition of volunteering and the volunteer**

Volunteering is the free and gratuitous commitment of people who act, for others or for the collective interest, in a structure that goes beyond that of simple family or friendly mutual aid.

A volunteer is a person who commits him/herself, of his/her own free will, without receiving remuneration in the monetary sense of the term, to an action in the service of a third party or the community.

**Article 3: Responsibilities, tasks and activities of the volunteer**

The organisation undertakes to entrust the volunteer with the following responsibilities, tasks and/or activities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(clear description)* according to the following schedules and availabilities agreed jointly*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Article 4: Obligations of the organisation**

The organisation commits itself to the volunteer to :

* inform them about the purpose and/or aims of the organisation, its associative project, its main objectives, its functioning and the distribution of the main responsibilities,
* allow and facilitate meetings with managers, employees, other volunteers and, where appropriate, beneficiaries,
* provide appropriate guidance,
* entrust them with responsibilities, missions and activities that correspond to their specific needs, skills, motivation and time availability,
* welcome and integrate them as full collaborators,
* to provide adequate and necessary training to carry out its tasks and/or activities,
* if necessary, help them to have their skills recognised as part of a process of validation of acquired experience,
* treat all data and information received by the volunteer with discretion and confidentiality.

**Article 5: Obligations of the volunteer**

The volunteer activity is freely chosen, so there can be no relationship of subordination, in the sense of labour law, between the organisation and the volunteer.

The volunteer commits to the organisation to :

* adhere to the purpose and philosophy of the organisation and comply with its objectives,
* respect its organisation, its functioning and, if applicable, its internal rules,
* accept and be involved in the tasks and/or activities assigned,
* respect the agreed timetable and availability,
* collaborate and cooperate with managers, employees and other volunteers in the interests of the organisation and its beneficiaries,
* Participate in information meetings and follow the training courses offered,
* observe discretion and confidentiality with regard to what he/she has seen, heard or learned in the course of his/her mission and/or activities.

**Article 6: Duration of the agreement**

This agreement is concluded for an *indefinite* / *fixed* term from \_\_\_ to \_\_\_\_\_\_\_.

The parties are free to terminate this agreement at any time, but undertake, as far as possible, to give the other party reasonable notice.

**Article 7: Insurance coverage and benefits**

The organisation undertakes to ensure that the volunteer is covered by third party liability insurance in the context of the tasks and activities entrusted to him/her.

The organisation undertakes to ensure that the volunteer is covered and insured against accidents in the context of the tasks and activities entrusted to him/her.

**Article 8: Participation in costs**

No remuneration and/or compensation in any form whatsoever shall be due to the volunteer.

Nevertheless, the organisation undertakes to contribute to the actual costs incurred by the volunteer in the context of the missions and/or activities entrusted to him/her.

This concerns in particular travel expenses, training expenses and the cost of equipment necessary for the performance of the tasks and/or activities entrusted to it and agreed in advance by the organisation.

This agreement is drawn up and signed in duplicate, of which both parties acknowledge having received a copy.

Done at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in duplicate, on \_\_\_\_\_\_\_\_\_\_\_\_\_

*Signatures*

*The organisation the volunteer*

First name Last name First name Last name

Function Volunteer