



VOLUNTEER AGREEMENT

*As a volunteer, you are an important member of our Team and act as a representative of Every Woman's Place and Webster House Youth Services (EWP/WHYS) to the community at large. For a better understanding of what you can expect as a volunteer and what is expected of you by our organization, we ask you to read and **sign** the following **Volunteer Agreement**.*

Every Woman's Place and Webster House Youth Services will provide for you:

- Opportunities for professional development and social interaction with other volunteers.
- An opportunity to learn about Domestic/Sexual Violence, Stalking, and Homeless/Runaway Youth, and many other related fields as well as a chance to learn how non-profit organizations operate behind the scenes.

The Volunteer Services Coordinator (VSC) will provide for you:

- A beneficial and life-enriching placement based upon your experience, education, and needs.
- Support and encouragement during your volunteerism with EWP/WHYS.
- A comprehensive 20 hour Empathy/Orientation Training.
- A flexible schedule that is acceptable to both you and EWP/WHYS.
- Evaluations and reports of volunteerism as requested.
- Weekly Supervision Meetings.
- Monthly timesheets.
- Compensation for mileage accrued for transportation of clients if deemed necessary by VSC and placement.

The organization asks that you:

- Attend and participate in the first Empathy/Orientation Training offered after acceptance unless prior arrangements have been made by the VSC.
- Work an agreed upon number of hours on a scheduled basis that will be determined by you and the VSC which may not be changed without prior approval of the VSC.
- If applicable, provide the VSC with all necessary documentation for completion as required by your College/University 10 days prior to the due date.
- Attend mandatory weekly Supervision Meetings.
- Submit EWP/WHYS monthly timesheets to the VSC by the 3rd of every month.
- Notify the VSC beforehand if you will be absent either in person, voicemail, or email.
- Conduct yourself in an appropriate and ethical manner at all times.
- If deemed necessary by VSC and placement, provide transportation for clients; compensation for mileage accrued will be provided if "Mileage Reimbursement Form" is completed and submitted to the VSC no later than the 3rd of every month.

Within 3 business days of the completion of your volunteerism:

- Turn in keys and volunteer badges.
- If applicable, complete case notes and other documentation.
- If applicable, submit final mileage/reimbursement sheet to VSC.

By my signature I declare that I have read, understand, and agree with all parts of the Volunteer Contract and will strive to fulfill all parts therein.

Volunteer Signature

Date

Volunteer Services Coordinator Signature

Date

Exceptions to the Volunteer Agreement, for VSC use only

- Volunteer is providing 45 hours or less of service, so the 20 hour Empathy/Orientation Training is *encouraged*, though not required.
- Volunteer is *encouraged* to attend the Supervision Meetings, though not required at this time.
- Volunteer will **NOT** be transporting clients.