



## VOLUNTEER AGREEMENT

*As a volunteer, you are an important member of our Team and act as a representative of Every Woman's Place (EWP) 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 will provide for you:**

- Opportunities for professional development and social interaction with other volunteers.
- An opportunity to learn about Domestic/Sexual Violence, Stalking, 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
- A comprehensive 20 hour Empathy/Orientation Training.
- A flexible schedule that is acceptable to both you and EWP
- 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 monthly timesheets to the VSC by the 3<sup>rd</sup> 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.
- Not provide any of your personal information i.e. phone number, address, etc. to a client without expressed written approval from the VSC.
- 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 3<sup>rd</sup> 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.