Volunteer Letter

This letter describes the arrangement between Dunblane Development Trust (the DDT) and

……………………………………………………………… (Volunteer)

We appreciate that you have agreed to volunteer with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding. This letter in no way forms a binding agreement between the DDT and yourself.

**ORGANISATION**

The DDT will

1. Provide an induction to detail the DDT’s expectations;
2. Nominate a person to meet with you regularly to discuss your volunteer role;
3. Provide expenses (that have been incurred wholly, necessarily and exclusively whilst engaged on DDT business) upon receipt of an expenses claim form;
4. Provide insurance cover for you whilst you volunteer with us;
5. Explain its health and safety provisions; and
6. Aim to resolve any problems you face during your volunteering.

**VOLUNTEER**

 The volunteer will

1. Help the DDT to fulfil the service it provides; and
2. Follow the DDT’s health and safety rules and regulations, and other relevant volunteer policies and procedures
3. Maintain the confidential information of the DDT, volunteers and staff.
4. Update the DDT with any changes to contact details, support needs, or convictions.
5. Agree to checks under the Protection of Vulnerable Groups (PVG) as required.
6. Return any loaned equipment when ending volunteering.

**OBLIGATIONS**

As a volunteer there is no obligation upon you to attend regularly or work under a high level of control.

We would expect you to keep us informed of when you intend to volunteer and operate to the standards required by the DDT.

If at any point you wish to cease volunteering, you are entitled to do so immediately.

If at any point the DDT no longer requires you to volunteer, it can ask you to cease your volunteering immediately.