

Volunteer Agreement

Stella's Child values the contribution that volunteers make to the running of the organization's activities. The purpose of this agreement is to help to ensure that the rights and responsibilities of volunteers are clearly understood and respected. It is not a legally binding document and should not be interpreted as such.

Please read the following statements carefully.

This volunteer agreement describes the arrangement between Stella's Child and **Volunteer**.

Part 1: Stella's Child commits to the following:

1. Induction and training

- To provide volunteer with a thorough overview of the work of *Stella's Child*, its staff, the role of the volunteer and an assessment of any training needed to meet the responsibilities of this role. Volunteer Handbook and Child Protection Policy provide more information about the organization and our policies and procedures.

2. Supervision and Support

- To explain the standards expected in the organization's services and to encourage and support the volunteer to achieve and maintain them.
- To arrange scheduling for the assigned program and provide any updates of changes to that schedule.
- To develop assist with achieving the goals & objectives of the project assignments.

3. Wages and Compensation

- The volunteer position is not a paid position.
- No other forms of remuneration will be provided by Stella's Child.

4. Health and Safety - COVID-19 Protocols.

- A detailed explanation of Health & Safety Protocols is provided in the Volunteer Handbook. Key Points include:
 - ✓ Wash hands regularly with soap and water or clean them with alcohol-based hand rub.
 - ✓ Maintain at least 1 metre distance and wear masks, coughing or sneezing.
 - ✓ Stay home if feel unwell.

5. Insurance

- All volunteers should have their own health & accident insurances.

This agreement is binding in honor only, is not intended to be a legally binding contract between Stella's Child and Volunteer and may be cancelled at any time by either party. Neither of parties intends any employment relationship to be created either now or at any time in the future.

Part 2: The volunteer commits to the following:

1. To help *Stella's Child* fulfill its services within the community and perform the volunteering role to the best of my ability.
2. To follow all the organization's procedures and standards, including those relating to health and safety and equal opportunities, customer care, and confidentiality in relation to its staff, volunteers, and clients.
3. To meet time commitments and standards agreed to, and to give reasonable notice of any absences so that other arrangements can be made.
4. To sign Child Protection Policy and Statutory Declaration of Criminal Conduct prior to volunteering



Agfa Utari

Deputy Director of Stella's Child