



Agency Volunteer Agreement

The Edmonton Garrison Military Family Resource Centre (MFRC) wishes to ensure that our volunteers have a positive, rewarding experience with us. This agreement is intended to assure you of our appreciation of your services and to indicate our commitment to do the very best we can to make your volunteer experience here a productive and fulfilling one.

AGENCY:

The MFRC agrees to make the following commitment to _____ in his/her role as a Volunteer.

1. We will provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of their position.
2. We will ensure diligent supervisory aid to the volunteer and to provide feedback on performance.
3. We will be receptive to any comments from the volunteer regarding ways in which we might mutually accomplish their respective tasks.
4. We will treat our volunteer as an equal partner with agency staff in fulfilling the agency's mission.
5. We will keep accurate personnel records and provide future work references if requested.

VOLUNTEER:

I agree to serve the MFRC as a volunteer and commit to the following:

1. I will perform my volunteer duties as designated in my job description to the best of my ability.
2. I will maintain all information obtained at the MFRC confidential.
3. I will participate in training/orientation and ongoing training provided by the volunteer program, including attending meetings as required.
4. I will participate in program evaluation, including providing feedback on training experience, supervision and all other evaluations as required.
5. I agree to meet time and duty commitments. If I am unable to be present on my committed day, I will notify my Supervisor 24 hours prior. If I am requiring a leave or going on a holiday, I will inform my Supervisor 2 weeks before my next committed date. If circumstances are such that I will have to terminate this responsibility, I will inform my Supervisor at least 2 weeks in advance of this time.
6. I will adhere to agency rules and procedures, including record-keeping requirements.

Volunteer

Volunteer Coordinator

Date

Date

Parent/Guardian Consent Form
(Required if under 18 years old)

I, (print name) _____ am the parent/legal guardian of the applicant. I am aware of and understand the nature of the volunteer services applied for and hereby give consent for (name applicant) _____ to undertake a volunteer position with the Edmonton Garrison Military Family Resource Centre.

Parent/Guardian

Date