



Volunteer and CCHD Agreement

Any relationship is enhanced by good communication. This agreement outlines the expectations of the volunteer and the agency so the volunteer can be most successful in meeting their own personal needs while fulfilling the mission of the agency.

CCHD Agrees to:

1. Provide adequate information, training and assistance for each volunteer to be effective.
2. Willingly receive the volunteers' comments and suggestions.
3. Treat each volunteer as a member of our team.
4. Provide feedback on volunteer performance and appreciation for their work.
5. Respect the skills, dignity and individual needs of each volunteer.

Signature of CCHD Representative

Date

The Volunteer Agrees to:

1. Act as a member of the team at all times to accomplish the mission of the agency.
2. Be punctual and conscientious in fulfilling my duties.
3. Adhere to my schedule and promptly report any absence.
4. Perform my volunteer duties to the best of my ability and conduct myself with honesty, dignity and courtesy.
5. Take any problems, concerns or suggestions to the Volunteer Manager or my supervisor.
6. Follow all rules and accept supervision with a willingness to learn, and ask about things not understood.
7. Adhere to the drug-free workplace policy. Volunteers must not use or be under the influence of controlled substances while volunteering.
8. Use office equipment (computers, phones, etc.) and supplies for agency business only, unless given specific permission.
9. Notify the Volunteer Manager when I am no longer able to volunteer, or if my volunteer work will be interrupted for an extended period of time.

Confidentiality Agreement:

As a condition of volunteer placement, I agree not to divulge to unauthorized persons any confidential information obtained from observation, conversation, correspondence, personal records or any other source. This includes information about both the staff and people served by our agency. I will not publish, orally disclose or otherwise make public any confidential information, except as I am legally required.

Signature of Volunteer

Date