



## Volunteer Agreement

Name of Volunteer: \_\_\_\_\_

Name of Volunteer Support Worker: \_\_\_\_\_

This agreement should be read alongside the role description for Screen Memories volunteers, our Volunteer Policy and Volunteer Handbook (which includes our Volunteer Charter, Confidentiality Policy, and Intellectual Property Policy). This agreement is designed to assure you of our appreciation of your volunteering with us and indicates our commitment to do the best we can to make your volunteering experience a positive and rewarding one.

**Please note that this is a voluntary agreement only and does not constitute a contract of employment.**

The following has been agreed between Screen Memories and the volunteer named above.

### Main Responsibilities

The main responsibility of the volunteer is to be a Screen Memories in accordance with the role description and Volunteer Charter and Confidentiality Policy for Volunteer Edinburgh. The volunteer agrees to carry out their role to the best of their ability and within the aims and values of Volunteer Edinburgh. All volunteers are required to abide by VE's policies and procedures as summarised in Appendix 1 of the Volunteer Handbook.

### Time Commitment

Following initial induction and training, your agreed time commitment will be discussed with your volunteer support worker.

### Trial Period

All volunteer roles are subject to an initial trial period. For this role there will be a trial period of 4 sessions at the end of which you will have your first support session.

Screen Memories 10 Parkview Avenue, Falkirk, FK1 5JX.

[www.screenmemoriesscotland.com](http://www.screenmemoriesscotland.com)

Screen Memories is a S.C.I.O. Registered Charity No. SCO48356

## Support & ongoing training

Screen Memories agrees to fully support you. Your support worker will have regular support sessions with you, while you are volunteering with us. These will help you get the most from your volunteering, allow you to raise any issues you wish to talk about and help identify any relevant training opportunities.

Screen Memories will provide you with an information pack containing full details about your role, an overview of Screen Memories policies, any health and safety information relevant to your role and a volunteer handbook which contains lots of useful information about volunteering with Screen Memories.

I agree with the conditions set out above.

Signed..... (Volunteer)                      Date.....

Signed.....(Volunteer Support Worker) Date.....