



VOLUNTEER SERVICE AGREEMENT

The Volunteer Service Agreement is required to be signed by all volunteers and is to be renewed each year. The intent of the agreement is to express our deep appreciation of your services as well as to emphasise our commitment to do the very best we can to make your volunteer experience at the RRC a productive and rewarding one.

I. Organisation: SOUTH CHINA SEA REPOSITORY AND REFERENCE CENTRE (RRC)

The RRC agrees to accept the services of _____ (name of volunteer) beginning on this date, ____/____/_____, and commits to the following:

1. To provide adequate information, training, and assistance for the volunteer to be able to meet the responsibilities of his/her position.
2. To ensure diligent supervision of the volunteer and to provide feedback on the volunteer's performance.
3. To respect the skills, dignity, and individual needs of the volunteer and to do our best to adjust to these individual requirements.
4. To be receptive to any comments from the volunteer regarding ways in which we might mutually better accomplish our respective tasks.
5. To treat the volunteer as an equal partner with the RRC and its staff in supporting the mission of the RRC.

II. VOLUNTEER:

I _____, agree to serve as a volunteer of the RRC for one year and commit to the following:

1. To perform my volunteer duties in the area of my choice.
2. To have reliable transportation, to report promptly for my shift, and to provide adequate notice to my supervisor or the Volunteer Coordinator if I am unable to report to my shift.
3. To wear a Volunteer name badge while working in view of the public.
4. To adhere to policies and procedures as outlined in the Volunteer Handbook.

III. AGREED TO BY:

Volunteer

Volunteer's Supervisor

Date

Date

_____ (*volunteer initials*) If the Volunteer fails to meet the requirements of this volunteer position, the Agency holds the right to terminate the services of the volunteer.

_____ (*volunteer initials*) Volunteer has read and agrees to abide by the policies & procedures detailed in the Volunteer Handbook.