



Volunteer Agreement

As a volunteer at Helping Link, you are an important member of our team and act as a representative of our organization to the community at large. For a better understanding of what you can expect as a volunteer and what is expected of you by our organization, we ask you to read and sign this Volunteer Agreement. We look forward to continuing a mutually beneficial partnership that benefits you and the community we serve.

Helping Link will provide for you:

- Beneficial and life-enriching experiences.
- Opportunities for professional development and social interaction with other volunteers.
- Appropriate placement as a volunteer with a job description detailing duties and responsibilities.
- Supervision on performing your volunteer job.

As a valued volunteer, you agree to:

- Provide volunteer services for an agreed number of hours on a scheduled basis that is acceptable to both you and Helping Link.
- Cooperate with staff to ensure an assignment appropriate and that makes the best use of your abilities, interest, and time.
- Communicate immediately with staff if you have challenges or concerns that impact your ability to perform your volunteer job.
- Notify the organization beforehand if you will be absent or if you have arranged a substitute.
- Conduct yourself in an appropriate and ethical manner at all times when dealing with visitors, volunteers, board members and staff.
- Exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information of Helping Link! Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature.
- Please silence your cell phone while volunteering and step outside for personal phone calls.

Have fun and agree to ask questions if needed. Remember we are here for you!

By my signature, I declare that I have read, understood, and agree with all parts of this Volunteer Agreement.

Name

Signature

Date

Helping Link is a 501(c)(3) nonprofit organization, in Washington State. Federal Tax ID # 20-1988027