

Volunteering Agreement

Volunteer Liaison Officer
Shanklin Theatre
Steephill Road
Shanklin
PO37 6AJ

Dear.....

Re: Volunteering Services

Shanklin Theatre fully appreciate your commitment to us and we will make best efforts to ensure your volunteering experience is positive and rewarding. To make sure you have the best possible experience, the Theatre have created this agreement, which sets out our commitment to you and what we hope you can contribute.

Please be aware that nothing in this Volunteering Agreement should be interpreted as an offer of employment, paid work, or a contract for services.

Team Leader:

Team Department:

Role: Volunteer..... *(Insert role description)*

Volunteer Department Expectations: *(Insert brief description)*

Commitment:

There is no obligation on you to assist us, the voluntary work you undertake will be of your own free will. Similarly, there is no obligation on the Theatre to provide you with volunteering opportunities.

You have offered to give the Theatre an approximate time commitment in the first instance of hours per week on *(Insert days)*, although these may be subject to change to suit your other commitments.

You will receive a full induction programme and any relevant training and equipment to enable you to fulfil your role. You are required, where applicable, to follow the Theatre's policies and procedures which include, but are not limited to: Health & Safety, Code of Conduct and the Equality & Diversity - Anti Discrimination policy. Please ensure you familiarise yourself with what to do to keep yourself and others safe whilst volunteering.

Disclosure and Barring Service: (DBS)

If your voluntary role is likely to bring you into contact with either children or vulnerable adults at some point in the future, we reserve the right to request you to undergo a records check via the Disclosure and Barring Service prior to making such contact.

Expenses:

There is no financial remuneration for you under this agreement. However, pre-arranged expenses will be reimbursed on production of the necessary receipts for travel and subsistence, these should only be out-of-pocket expenses and not a pre-estimate of expenses.

Ceasing to Volunteer:

There is no requirement for you to give any notice should you wish to stop volunteering. However, because we rely on voluntary assistance, we would encourage you, and it would assist us, if you could give as much notice as possible so that we can plan and make alternative arrangements accordingly.

Please ensure that you return any loaned equipment, including your theatre lanyard and car park pass, if applicable, when ending your volunteering service.

Could you please countersign the attached copy of this letter and return to the Volunteer Liaison Officer to indicate your agreement to these arrangements.

Yours sincerely,

..... (For and on behalf of Shanklin Theatre)

Signature *Volunteer*

Name *Print*

Date

The document was updated - January 2025