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| VOLUNTEER GROUP INFORMATION |
| **Volunteer Group Name:** |  |
| **Faculty/Division:** |  |
| **School/Branch:** |  |
| **Volunteer Coordinator:** |  |
| **Volunteer Supervisor:** |  |
| **Description of volunteer group (mission statement)** |
| **How will the University benefit from this volunteer group?** |
| **How many volunteers will be required to undertake this group’s mission?** |
| **Approximately how many hours per day/week/month will they volunteer?** |
| **How would you like to recruit volunteers?** |

The University recognises the significant contribution that volunteers make to the University and wider community throughout a range of programs. The University seeks to ensure volunteers are well supported and encouraged in their service to the University.

To ensure that the University is at the forefront of best practice volunteer management and legislative compliance, the External Engagement Division has established this agreement between the University Volunteer Program and
Click or tap here to enter text. (print volunteer group)

The volunteer group agrees to abide by the University’s [Volunteer Policy](http://www.adelaide.edu.au/policies/597) including;

1. identifying a Volunteer Coordinator who is a University staff member
2. that the work undertaken by the volunteers is on behalf of the University and is not taking place of a paid employee of the University
3. responsibility for recruitment and selection of volunteers in accordance with the approved position descriptions
4. collecting personal information from their volunteers that identifies them, provide emergency contact details and informs the University of any health conditions which may impact upon their role as a volunteer
5. provide volunteer information to External Relations Branch to be added to the central volunteer register
6. ensure that volunteers sign an agreement with the University to document their volunteer role
7. ensure that the volunteers have adequate information, training and resources to undertake their tasks
8. provide a safe working environment and systems of work for the volunteers including a Health Safety and Wellbeing induction
9. provide an annual report of volunteer hours to the Volunteer Program Coordinator
10. ensure there is adequate financial resources provided to support the volunteers for necessary training materials and the reimbursement of agreed out of pocket expenses
11. undertake a range of local activities to ensure that volunteers are recognised for their valuable contribution to the University community.

The University Volunteer Program agrees to abide by the University’s Volunteer Policy including;

1. provide insurance to registered approved volunteers in accordance with the University’s [Volunteer Insurance Guide](https://international.adelaide.edu.au/system/files/media/documents/2020-08/August%20TWA%20-insurance-guide.pdf)
2. through the Volunteer Program Coordinator provide advice and assistance regarding volunteer management, including Professional Development in volunteer management.

**SIGNATURES**

**Volunteer Coordinator: Name:** Click or tap here to enter text. **Position:** Click or tap here to enter text.

**­­­­­­­­­­­­­Signature:** **Date:** ­Click or tap to enter a date.

**School/Branch Management: Name:** Click or tap here to enter text. **Position:** Click or tap here to enter text.

**­­­­­Signature:** **Date:** ­Click or tap to enter a date.

**University Volunteer Program: Name:** Click or tap here to enter text. **Position:** Click or tap here to enter text.

**­­­­­Signature:** **Date:** ­Click or tap to enter a date.