

Volunteer Contract

Name Volunteer:

Date:

Name Contact Person:

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Personal Details Volunteer:

First name and Family name	
Address, postcode and city	
Street and house number	
Telephone number	
E-mail address	

Volunteer Contract

MVidee Foundation, represented by.....,

and M*/Ind.....enter into close collaboration:

As a volunteer, you can be called upon for a wide variety of tasks:

1.
2.
3.

(and/or: will perform the following function)

In doing so, the volunteer performs all the tasks included in the job description attached to this cooperation contract. Any changes that deviate wholly or partly from this agreement shall be effective only if they are

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made in writing and by mutual consent.

In the event of illness or absence, the volunteer must inform the contact person as soon as possible and try to find a replacement for ind/him/her self. When acting in the name and on behalf of MVideo Foundation, the volunteer is obliged to adhere to both the Foundation's and the Volunteer's policy.

Commencement and Termination of this Agreement

The Volunteer is willing to commit ind/him/her self for hours per starting from..... This Agreement is made for an unspecified duration and may be terminated by giving notice of cancellation by either party, whereby a reasonable notice period must be observed taking into consideration the transfer of the relevant activities here described. It has been agreed that this term includes.....week/s.

Trial Period

This contract has a month probationary period, after which together with the contact person the Volunteer will discuss about the functioning inside the Foundation. The Foundation will carry out an evaluation in accordance with the established Evaluation Form guidelines and will include these data in the personal Volunteer file. Both parties are required to maintain data confidentiality.

Guidance and Information

The contact person will provide full guidance to the Volunteer.

To stay informed of the Foundation's activities, the Volunteer will be invited to a bimonthly volunteer evening.

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The Volunteer can submit an agenda item ind/him/herself, to the contact person, up to one week before the volunteer evening takes place.

The Volunteer has access to the events organized by the Foundation and can call on the organization's network via the contact person.

When signing the volunteer contract, the volunteer receives the following information:

- statutes
- internal regulations
- copy of volunteer policy

Expenses

MVidee Foundation will reimburse the actual travel costs incurred by the Volunteer (second class public transport or car kilometres for a maximum of ... cents per km). The Volunteer will declare the expenses once a month. The Foundation undertakes to reimburse the expenses within two weeks of the declaration.

The Volunteer can request a declaration form from the contact person and must attach proof of the expenses.

The Contracting Parties shall settle by mutual agreement any other clauses and add them as an appendix to this contract.

Insurances

The Volunteer is insured by The Hague Policy during the voluntary activities for MVidee Foundation.

Consequently, the Volunteer is not permitted to carry out activities for the Foundation that occur outside the

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territory of The Hague. The Volunteer can request a copy of The Hague Policy from the contact person.

Duty of Confidentiality

The Volunteer shall keep data strictly confidential and shall not disclose such information to third parties unless the Foundation agrees to release them.

Thus agreed, drawn up and signed in duplicate in (place) on (date).....

Contact Person Signature on Behalf of MVideo Foundation

.....

Volunteer Signature

.....