



Skills-Based Volunteerism

Individual SBV Volunteer working agreement

Please read and understand prior to engaging in a volunteer opportunity with Points of Light.

This volunteer agreement is made as of the _____, 2011, between Points of Light, a non-profit organization, with its principal place of business at 600 Means Street, Suite 210, Atlanta, GA, 30318 and _____ ("Volunteer") with an address at _____ . This agreement is intended to indicate the seriousness with which we treat our volunteers. The intent of the agreement is to assure the volunteer of both our deep appreciation for the services and to indicate our commitment to providing her/him with a productive and rewarding volunteer experience with us. Points of Light asks that all volunteers read and understand this document prior to agreeing to serve with Points of Light ("POLI")

Points of Light commits to the following:

- To provide adequate information, training and supervision for the volunteer to be able to meet the responsibilities of his/her position.
- To be receptive to the volunteers' comment(s) regarding ways in which we might mutually accomplish our respective tasks, and improve the way we achieve our goals.
- To treat the volunteer as an equal partner with agency staff, jointly responsible for completion of the agency mission and programs.
- To provide resources necessary for project completion

Points of Light will do the best it can to match the volunteer interests with available opportunities and needs. At best, POLI will have a conversation that will help match the volunteer interests and skill set(s) with opportunities that are currently available. POLI reserves the right to limit or select volunteers for opportunities as deems appropriate. In consideration for Points of Light's agreement to permit volunteer to participate in certain Points of Light activities and projects (as described in "Your volunteer role") here under, volunteer agrees to perform certain services upon the terms set forth herein. Points of Light accepts the rendering of such services on the terms and conditions set forth herein.

1) Term

This agreement will become effective _____, 2011 and will continue in effect until _____, 2011 or such time as volunteer notifies Points of Light in writing that volunteer intends to discontinue his/her volunteer services ("Term"). Points of Light may terminate this Agreement at any time with written notice.

2) Volunteer commitment

POLI encourage volunteers to participate in required orientations and trainings and to work under the supervision of Points of Light staff. We rely on the volunteer to fulfill her/his commitments to the best of his/her ability.

3) Relationship of the parties

Both Points of Light and volunteer agree that the relationship created by this Agreement is that of volunteer/non profit organization and **not** that employee/employer and that it does not create any agency, partnership, joint venture, or franchise of other similar or special relationship between the parties. Volunteer is responsible for providing at his/her expense evacuation, disability, unemployment, worker's compensation, other insurance, training, permits and licenses for himself/herself. Volunteer shall not have the right or authority to assume or create any obligations or to make any representations, warranties or commitments on behalf of Points of Light, whether expressed or implied, or to bind Points of Light in any respect whatsoever.

4) Compensation and expense reimbursement

Volunteer and Points of Light agree that no compensation will be paid for the services. Volunteer agrees that she/he is not entitled to any of the rights of benefits afforded to Points of Light employees, including disability, unemployment, worker's compensation, medical or other insurance, vacation or sick leave or any other employee benefit. Unless specifically agreed to in advance in writing, Points of Light is not responsible for any travel or business expenses paid or incurred by volunteer in performing the services. Points of Light may permit volunteer to use certain office space and office equipment and supplies as Points of Light may, in its discretion, designate.

5) Volunteer role will be filled in jointly by the volunteer and supervisor on the Project and Scope form and may be attached to this document

Volunteer project description (can be described in attachment):

Availability (can be modified during volunteering project):

From: ____/____/____ **until:** ____/____/____

Number of hours per week:

Number of days per week:

Number of weeks per month:

Number of months per year:

The approximate hourly rate for the volunteer services that the Volunteer will be providing (Volunteer's hourly rate is calculated based on the Volunteer current or previous salary or as per similar consulting experiences). Volunteer should provide a proof such as a copy of salary statement. This information is required for valuation of the time).

\$ _____ per hour.

Project Definition and Scope (work plan and deadlines), will described in an attachment

Project evaluation and completion

At the end of the project, or if the volunteer has to leave the project before completion, POLI will ask the volunteer to fill in a project evaluation and completion form. It will allow us to keep all information, steps already done and still to be done, material delivered or to be continued for a further delivery, etc...

Points of Light Staff Member

Title: _____ Printed name: _____

Signature: _____ Date: _____

SBV Volunteer:

Printed name: _____ Signature: _____

Date: _____

The **[Points of Light Corporate Institute](#)** is the go-to resource for community-minded companies looking to build and expand effective employee volunteer programs. With our global network of 250 affiliates and a team of experts, we can help you create a customized volunteer program, engage your employees, learn best practices, network with other leading companies, and gain visibility for leadership and excellence.

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