



Volunteer policy and agreement

Introduction

Indo American Festivals, Inc. (IAF), also known as Dushahra Festivals, is a secular, nonprofit, tax deductible under 501(3)(c), a volunteer-based organization. Our dedicated volunteers are a valuable resource because they put in the time and effort without any financial compensation. It is important to ensure that we distribute the work, protect and look after our volunteers, and treat them with respect and dignity.

Purpose

The aim of this policy is to generate a clear framework for use of volunteers for community projects. A volunteer works in an unpaid capacity as part and parcel of a planned program of activity. This includes any friends and relatives who may offer their services from time to time for working with team members.

The policy is intended to help promote a constructive partnership between volunteers, the Community, and IAF. People volunteer for a variety of reasons and can contribute in different ways according to their individual needs and talents. Volunteers will need to abide by the values, principles and policies which form the framework of the organization.

Equal opportunities

IAF is committed to the development of equal opportunities and believes that opportunities should be open to all regardless of social class, gender, sexual orientation, disability, age, marital status, religion, color, race or ethnic or national origin. Teamwork promotes mutual interests, harmony, respect, co-operation and understanding between volunteers from diverse backgrounds.

Recruitment and selection

Volunteers will be recruited and selected according to their suitability in helping meet the needs of the planned activities. Volunteers should normally be over 18. If an applicant is under 18, the application should be discussed by members of the co-ordinating committee to ensure that sufficient guidance and support are in place. All prospective volunteers will be asked to make a declaration and sign an agreement document (see attached appendix). They will be interviewed by members of the co-ordinating committee and then, the approved volunteers will be inducted into the work of the IAF organization.

Volunteer agreement

All new volunteers will be asked to sign an agreement which lays out general and specific expectations. This does not amount to a contract of employment, but clearly sets out what either party can expect from the other.



General expectations

Volunteers should:

1. Have the right to be made welcome and to feel involved and valued.
2. Be always expected to promote a spirit of co-operation with other team members and the community. They are expected to acquaint themselves with and work in accordance with all appropriate policies, guidelines, and procedures. These will be covered as part of the induction procedure.
3. Receive regular supervision and support during induction.
4. Undertake only those tasks and responsibilities as allocated and agreed to.
5. Respect confidentiality at all times.
6. Take responsibility for providing feedback and information to team members and IAF
7. Report all accidents, serious incidents, or damage to equipment immediately to a member of the project co-ordinating committee.
8. Have the right to representation on the project co-ordinating committee provided an active part is taken in the project.
9. Have the right to withdraw volunteering services without notice.

Specific Expectations

The term of agreement will specify, without being inflexible:

1. The timetable during which the volunteering will take place.
2. The name and contact details of the experienced volunteer responsible for their induction.

Expenses

Subject to prior agreement and the project budget, all eligible costs incurred during the volunteering will be reimbursed. Donations may be requested from volunteers for purchases that are ineligible for project funding.

Insurance

Public Liability cover is in force to protect the project's legal liability for third party injury or property damage arising in connection with the community service work.



Volunteer Agreement

<p>The project will:</p> <ul style="list-style-type: none"> i) Provide the details of the person who is the volunteer's point of contact ii) Induct the volunteer in the following: <ul style="list-style-type: none"> a. Explain the values and aims of the project b. Health and Safety c. Accident reporting d. Any other relevant information iii) Provide regular supervision iv) Involve the volunteer in any relevant meetings or communications 	<p>The volunteer will:</p> <ul style="list-style-type: none"> i) Have the right to be made welcome and to feel involved and valued ii) Be expected to acquaint themselves with and work in accordance with all appropriate policies, guidelines and procedures which will be covered in the induction procedure iii) Undertake only those tasks and responsibilities as arranged and agreed iv) Respect confidentiality at all times v) Take responsibility for providing feedback and information to relevant team members vi) Report all accidents, serious incidents or damage to property and equipment immediately
<p>The project expects that the volunteer will:</p> <ol style="list-style-type: none"> 1. By arrangement in advance work _____ hours a week, or Monday/Tuesday/Wednesday/ Thursday/Friday/Saturday/Sunday‡ when the volunteering will take place. 2. The name of the volunteer's support for induction is (Contact details) 3. The volunteer's responsibilities are set out in the document above 	
<p>Signed: (On behalf of the IAF)</p>	<p>Signed: (The Volunteer)</p>
<p>In signing this document, both parties understand that this does not constitute a contract of of employment and that there was no intention of forming such at the time of signing</p>	
<p>Date: _____</p>	

This agreement is binding in honor only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party.

Neither of us intend any employment relationship to be created either now or at any time in the future.



Volunteer agreement
Indo-American Festivals, Inc.
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This Agreement, made on _____ [Date] by and between the **Indo-American Festivals, Inc. (IAF)** hereinafter referred to as “**charity**”, and Mr./Mrs./Miss: _____, residing at _____ (address) hereinafter referred to as “**volunteer.**”

WITNESSETH:

Whereas, volunteer intends to donate services to the charity identified above, and said charity intends to accept the donation of volunteer services.

NOW THEREFORE, in consideration of the mutual promises, the parties hereto agree as follows:

1. Volunteer agrees to donate services to charity in the capacity of _____. Said services shall include, but may not be limited to, the following:

(See attached sheet, if necessary)

2. It is mutually and expressly understood that volunteer services shall be donated, and that said volunteer is not entitled to nor expects any present or future salary, wages, or other benefits for these voluntary services.
3. Volunteer agrees to follow the supervision and direction of any personnel, employee, or volunteer, to whom volunteer has been assigned to perform services, and to participate in any training required by the charity to perform the voluntary services.
4. Volunteer agrees that he/she will not be considered as an employee of the charity, for any purposes other than tort claims and injury compensation, while performing the above-described voluntary services.
5. Volunteer further understands that if volunteer is responsible for injuries to third parties or damages to their property while acting outside the scope of assigned volunteer duties, that said volunteer may be held personally liable for any monetary damages a court may award to the injured party.



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6. It is further understood and agreed to by volunteer that the services rendered to the charity shall apply only in the case of liability arising out of the ordinary negligence that occurs during the scope of the volunteer’s services agreed to herein, and that in no way do any of these provisions apply for the benefit of volunteer, his/her heirs, executors or administrators in any action arising out of gross negligence, willful misconduct, or any other conduct on the part of said volunteer, which cause or may give rise to criminal liability.

7. Volunteer further agrees that volunteer will fully cooperate with the charity and its agents in any investigation, lawsuit, arbitration, or any other legal or quasi- legal proceedings that arise from the matters covered by this agreement. Volunteer further agrees to notify the charity immediately of any incident that occurs or may occur within the knowledge of the volunteer, which gives rise to liability on the part of the volunteer of the charity.

8. I understand that my volunteer assignment will begin on _____ and end on _____; and that I will spend approximately _____ hours per _____ providing volunteer services. I also understand that my volunteer assignment may be terminated at any time by either party to this agreement.

9. IN CASE OF EMERGENCY, please contact _____, telephone number: _____.

PARENT OR GUARDIAN SUGNATURE

DATE

 SIGNATURE OF [PERSON AURTHORIZED]

 DATE

TO BE COMPLETED AT END OF VOLUNTEER’S SERVICE BY VOLUNTEER SUPERVISOR			
VOLUNTEER TIME DONATED			
YEARS:	WEEKS:	DAYS:	HOURS:
SIGNATURE OF VOLUNTEER:		TERMINATION DATE:	
TYPE AND NAME OF SUPERVISOR:			
SIGNATURE OF SUP ERVISOR:		DATE SIGNED	

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