

VOLUNTEER AGREEMENT

I _____, hereby agree to volunteer my services to the Leukaemia Foundation of Queensland (LFQ).

I understand that this is an uncompensated volunteer service. No offer of regular employment is sought or implied.

I agree to volunteer with LFQ as per the position description supplied.

I agree to volunteer according to the following:

- » I understand that either I or LFQ can end my volunteer service at any time.
- » I agree to participate in LFQ volunteer orientation and/or training.
- » I agree to wear LFQ volunteer identification supplied while volunteering.
- » I understand that my name and contact information provided in the volunteer application form will be retained on the database of LFQ.
- » I agree to the provision of my voluntary services being photographed or recorded for use in LFQ's promotional, social media or educational programs and that I have no right to pre-approve this and no entitlement to payment for any such use.
- » I agree that LFQ is not responsible for any lost, stolen or damaged personal property.
- » I acknowledge that, although serving as a volunteer, the public may regard me as a representative of LFQ, and thus I will dress and conduct myself accordingly. I will be courteous and helpful to patrons and other staff members and I will not engage in the unacceptable behaviours listed at the end of this agreement.
- » I agree to contact my Volunteer Coordinator or other LFQ staff as soon as possible if I cannot fulfil my volunteer commitment.
- » I understand that continued failure to notify LFQ that I cannot fulfil my volunteer commitment may lead LFQ to end my volunteer service.
- » I understand that LFQ has volunteer workers' personal accident insurance and public liability insurance for volunteers working within the scope of their assignment and on behalf of LFQ.
- » I understand the V.W insurance is only available to persons between 12 – 85 years of age.
- » I will report any on-the-job injury or illness, no matter how minor, to my supervisor and/or to a LFQ staff member.

The following practices are unacceptable and may lead to ending your volunteer service:

- » Destruction, damage, avoidable wastage, theft or unauthorised use of property that is not the property of the volunteer.
- » Reporting for my volunteer commitment while under the influence of alcohol, narcotics or other controlled substances.
- » Possession of alcohol, narcotics, controlled substances or weapons on LFQ premises.
- » Failure to observe safety practices, rules, regulations and instructions.
- » Failure to promptly report to the volunteer supervisor or to another LFQ staff member any injury or accident sustained while fulfilling your volunteer commitment.
- » Negligence that results in injury to others.
- » Misrepresenting yourself as speaking for LFQ and making statements or taking other actions that are intended to or could reasonably be expected to damage the integrity or reputation of LFQ.
- » Sexual or racial harassment or other unlawful discrimination towards another volunteer, staff member or member of the public.
- » Engaging volunteers, staff members or members of the public in religious instruction, proselytizing, or worship while working with them during a volunteer commitment.

My signature (or parent/guardian signature) below indicates that I/we have read the above statements and a LFQ staff member has satisfactorily answered any questions I had about them.

Signature: _____ Volunteer Coordinator Signature: _____

This agreement will be in effect for the duration of my volunteer commitment, beginning _____.