**[Nonprofit Organization Name] Volunteer Policy**

**Effective Date:** [Date]

**1. Purpose**

The purpose of this policy is to outline the expectations and responsibilities of volunteers who contribute their time and skills to support the mission of **[Nonprofit Organization Name]**. Volunteers play a vital role in advancing our work, and this policy helps ensure a positive, respectful, and productive environment.

**2. Definition of a Volunteer**

A volunteer is an individual who freely offers their time, skills, and services to **[Nonprofit Organization Name]** without expectation of compensation. Volunteers can assist with various tasks, from administrative support to direct service delivery.

**3. Volunteer Roles and Responsibilities**

Volunteers will be assigned tasks based on the organization's needs and their skills and interests. Volunteers are expected to:

* Follow the instructions and guidelines provided by staff or designated volunteer coordinators.
* Complete any training or orientation sessions as required.
* Adhere to the policies and procedures of the organization, including confidentiality agreements.
* Maintain respectful and professional behavior while interacting with staff, fellow volunteers, and the public.
* Notify the volunteer coordinator of any schedule changes or if they can no longer volunteer.

**4. Recruitment and Placement**

Volunteers are recruited based on organizational needs and their ability to meet the requirements of specific roles. Volunteers will complete an application form, and staff will match their skills and availability with appropriate opportunities.

**5. Confidentiality and Privacy**

Volunteers must respect the confidentiality of sensitive information related to clients, donors, or other aspects of the organization’s operations. Volunteers should not disclose any confidential information to anyone outside of the organization without prior consent.

**6. Supervision and Support**

Each volunteer will have a designated supervisor or coordinator who will provide guidance and support throughout their involvement. Volunteers are encouraged to reach out if they have questions or need assistance with their tasks.

**7. Health and Safety**

The health and safety of volunteers is a priority. Volunteers should follow any safety protocols established by the organization, especially in areas such as physical tasks or when working with vulnerable populations. Volunteers are responsible for notifying staff of any health concerns or accidents that occur during their time with the organization.

**8. Termination or Suspension of Volunteer Service**

Volunteers may end their service at any time by notifying the volunteer coordinator. Likewise, **[Nonprofit Organization Name]** reserves the right to terminate or suspend volunteer service if there is a breach of this policy or other conduct issues.

**9. Recognition and Appreciation**

**[Nonprofit Organization Name]** values the contributions of our volunteers. Volunteers will receive recognition at events, through thank-you notes, or in other ways to acknowledge their commitment and support.

**10. Equal Opportunity**

**[Nonprofit Organization Name]** is committed to ensuring a volunteer environment that is free from discrimination. Volunteers are selected and treated based on their abilities and qualifications, without regard to race, gender, religion, or any other characteristic protected by law.

**Signatures**

By signing below, I acknowledge that I have read and understood the volunteer policy of **[Nonprofit Organization Name]** and agree to adhere to its terms.

**Volunteer Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer Coordinator Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_