

# Volunteer Agreement



Welcome to the Kent Event Team!

The Kent Event Team (KET) is an initiative to enable you to volunteer on a one off and flexible basis with a range of organisations at events. It is facilitated by a project manager who will contact you regularly with details of opportunities you may be interested in, and with your permission, pass on your details to the event organiser.

The Kent Event Team will;

- Contact you by email or by post regularly with information about volunteering opportunities.
- Communicate with you efficiently, answering any questions and dealing with any problems in a friendly and timely way
- Follow its equal opportunities policy and in no way discriminate on the grounds of age, gender, race or religion
- Assess all requests from event organisers effectively, to try to ensure that only those events which are well organised, with a good standard of health and safety and good practice in volunteer management are registered. However, the KET is in no way responsible for the event management and acts as an information and brokerage service for third party event organisers only.
- Provide opportunities for KET members to access training and learning opportunities, for example in health and safety
- Protect your personal information and not share it with any third party without your permission
- Remove your details from database and no longer contact you if you ask to leave the KET

By joining the KET, you agree to;

- Respond to contact from us and from event organisers in a friendly and timely way
- To respect the privacy, property and confidentiality of others
- To in no way discriminate on the grounds of age, gender, race or religion
- To follow Health and Safety procedures as appropriate and to attend regular training and refresher sessions as required
- To maintain contact as appropriate with the event organiser and immediately report any problems to the designated person or to KET
- To aim to fulfil the commitment you have made, as fully as possible, and if you are unable to attend to inform your designated contact and give reasonable notice so other arrangements can be made
- To perform your volunteering role to the best of your ability
- To follow the organisation's procedures and standards, including health and safety and equal opportunities, in relation to its staff, volunteers and clients
- To maintain the confidential information of the organisation and of its clients
- Inform the KET when you no longer wish to be a member

This agreement is binding in honour 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.

Signed by