

Volunteer Program Agreement

Date: [Insert Date]

To: [Volunteer Name]

[Volunteer Address]

Dear [Volunteer Name],

We are pleased to welcome you as a volunteer for [Organization Name]. This letter serves as a formal agreement outlining your participation in our Volunteer Program.

Program Details

As a volunteer, you will be involved in [brief description of volunteer activities]. Your expected start date is [Start Date].

Commitment

We ask that you commit to [describe time commitment, e.g., "10 hours per week" or "specific dates"] during the duration of the program.

Responsibilities

As a volunteer, your primary responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Confidentiality

You agree to respect the confidentiality of the organization's information and not disclose any proprietary information to unauthorized persons.

Termination

Either party may terminate this agreement with [insert notice period] notice to the other party.

We are excited to have you on board and look forward to your contributions to the [Organization Name]. Please sign below to indicate your acceptance of this agreement.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

Acceptance

I, [Volunteer Name], agree to the terms outlined in this Volunteer Program Agreement.

Signature: _____ Date: _____