

# Volunteer Contribution Agreement

Date: [Insert Date]

To: [Volunteer Name]

Address: [Volunteer Address]

Dear [Volunteer Name],

We are pleased to confirm your participation as a volunteer with [Organization Name]. This letter outlines the terms of your contribution to ensure a positive and effective collaboration.

## 1. Volunteer Role

You will be contributing as a [Volunteer Role], and your responsibilities will include:

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

## 2. Duration of Agreement

This agreement is valid from [Start Date] to [End Date], with an option to extend upon mutual agreement.

## 3. Commitment

We appreciate your commitment of [Hours per Week/Month] which is essential to achieve our objectives.

## 4. Acknowledgment and Training

You will receive the necessary orientation and training on [Training Date].

## 5. Recognition

Your efforts will be recognized through [Recognition Methods, e.g., certificates, events].

We look forward to a successful partnership that benefits both you and [Organization Name]. Please sign below to acknowledge your acceptance of the terms of this agreement.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]

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## **Acceptance**

I, [Volunteer Name], agree to the terms outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_