

**A.D.F. COMMUNITY OUTREACH FOUNDATION, INC**

**P.O. BOX 567**

**Mechanicsville, MD 20659**

**301-884-8889**

**ADFCOF/Volunteer Agreement**

**What is a Volunteer?** A volunteer is an unpaid staff member who represents the agency in every way that a paid staff member does; as such, all volunteers must adhere to the basic rules of kindness, respect, dignity which always exemplifies a demeanor of manners demonstrated such as, "Yes" or "No" Thank you, Please and follow the "Golden-Rule" of treating others the way you want to be treated. In reality, your Organization or athletic sports group is benefiting by a financial contribution due to your participation indirectly...so act accordingly as you can "be-fired from a volunteer position.

This agreement is intended to indicate the seriousness with which we treat our volunteers. The intent of this agreement is to assure you of our deep appreciation of your service and to indicate our commitment to do the very best we can to make your volunteer experience here with ADFCOF a productive and rewarding

I. ADFCOF, agrees to accept the services of \_\_\_\_\_ (volunteer) beginning, \_\_\_\_\_, and we commit to the following:

1. To provide adequate information, training, and assistance for the volunteer to be able to accomplish the tasks of the volunteer position.
2. To ensure diligent supervisory aid to the volunteer and to provide feedback on performance.
3. To treat the volunteer as an equal partner with ADFCOF personnel, jointly responsible for the completion and implementation of the foundation mission.

II. Volunteer: I \_\_\_\_\_, agree to serve as a volunteer and commit to the following:

1. To perform my volunteer duties to the best of my abilities.
2. To adhere to all ADFCOF rules and regulations
3. To meet time and duty requirements or to provide adequate notice so that alternate arrangements can be made for my replacement.
4. Agree with the opening statement above of "What is a Volunteer?"

III. Agreed To:

\_\_\_\_\_  
Volunteer

Dated: \_\_\_\_\_

\_\_\_\_\_  
Staff Representative

This agreement may be cancelled at any time at the discretion of either of the parties.