This agreement has been kindly shared by Auspicious Arts Projects ([auspicious.com.au](https://www.auspicious.com.au/)), an arts advocacy organisation which provides many services to artists and designers. Please acknowledge Auspicious Arts Projects if you use this template as the basis of your own volunteer agreement.

**Volunteer Agreement
(sample)**

**Volunteer agreement between:**

Auspicious Arts Projects (the Auspice Body)
ABN: 40 322 643 843
Client Manager: «Auspicious Client Manager Name»
Email: «Auspicious Client Manager Email»
Address: 103/35 Johnston Street, Collingwood VIC 3066
Phone: (03) 9690 613

**on behalf of:**

Name: «Auspiced Client Name» (the Auspicee)
Address: «Auspiced Client Address»
Phone: «Auspiced Client Phone»
Email: «Auspiced Client Email»

**and**

Name: «Volunteer Name» (the Volunteer)
Email: «Email»

 **Project:**

Name of Production: «Name of Production»
Production Contact: «Production Contact Name»
Phone: «Production Contact Phone»
Email: «Production Contact Email»
Role in Production: «Role in Production»

**Details of Engagement:**

Start Date: «Start Date»
End Date: «End Date»
Venue/Location: «Venue Location»

Honorarium: $«Honorarium if relevant»

**Payment Schedule:**
Honorarium payable on receipt of completed payment form, as follows:

Payment 1: «Date and/or milestone»
Payment 2: «Date and/or milestone»
Payment 3: «Date and/or milestone»

 **Volunteer's Insurance:**
The Volunteer will be covered by Auspicious Arts Projects Inc. Personal Accident Insurance for Volunteers for the duration of this agreement. By accepting this agreement, the Volunteer agrees to:

1. immediately report any incidents to the Production Contact and Auspicious Arts Projects.
2. notify Auspicious Arts Projects of any pre‐existing injuries or illnesses that might impact on the Volunteer’s ability to fulfil this agreement.

 **Safe Working Conditions:**
It is the Auspicee’s responsibility to provide a safe working environment, and ensure that the systems, procedures and practices necessary for the protection of the health and safety of all persons in or near the area in which the Production is being carried out are implemented. Auspicious Arts Projects acknowledges its obligations under the *Occupational Health and Safety Act (Vic) 2004*.

The Volunteer will inform Auspicious Arts Projects of any condition or circumstances which may give rise to a risk to the health and safety of the Supplier or others.

 **Code of Conduct:**
I have read and understood the Auspicious Arts Projects Code of Conduct and agree to abide by it at all times during the course of my engagement. The Code of Conduct is available on the Auspicious Arts Projects website. Alternatively, you may request a copy from your Client Manager.

 **Support Act Wellbeing Helpline:**
The Support Act Wellbeing Helpline is a free, confidential service, available 24/7 to anyone who works in the performing arts and is accessible by calling 1800 959 500 within Australia.

Auspicious Arts Projects’ policies and procedures do not form part of and are not enforceable against Auspicious Arts Projects as terms of this agreement.

**Cancellation or Termination:**
A volunteer is someone who enters into any service of their own free will, or who offers to perform a service or undertaking for no financial gain.

A Volunteer Agreement is not intended to be legally binding between the organisation and volunteer. A Volunteer Agreement may be cancelled at any time, within an appropriate time frame, by either party.

**To accept this agreement:**
Please reply to this email by or before «Start Date», with the response, "Please take this response as an acceptance of the letter of agreement".

It is important to reply before commencing work on this project so that you are covered under our insurance. Please also save a copy of this agreement and your acceptance for your records.

**Payment:**
Please refer to the method of payment and payment schedule outlined in this agreement.

If you have you have any questions or concerns with regard to this agreement, please contact the Client Manager listed at the start of this agreement.

**Volunteer Payment Form:**

|  |  |
| --- | --- |
| Volunteer Name: |  |
| Phone: |  |
| Name of Production: |  |
| Role in Production: |  |
| Date/s: |  |
| Honorarium: |  |
| Payment Schedule: |  |

**Bank Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Bank Name: |  | Account Name: |  |
| BSB: |  | Account Number: |  |

*Please complete your bank details and return with your acceptance email.*