



# Volunteer Agreement

I, \_\_\_\_\_

Email:

Phone number:

agree that as a volunteer, I will be supporting the mission and purposes of the **LIN Center for Community Development (LIN)**. I understand that my specific tasks will include:

- Refer to attached job description
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In my role as volunteer, I agree to:

1. Contribute \_\_\_\_\_ hours of work per WEEK, beginning no later than \_\_\_\_.
2. Maintain a consistent schedule and, when meetings are scheduled, to arrive on time, or provide as much advance communication as possible if an appointment needs to be delayed or rescheduled.
3. Participate in an introductory training session about working with LIN.
4. Comply with the organization's policies (including financial policies), as set fourth by my supervisor, and serve in a professional manner.
5. No monetary compensation for my time volunteering with LIN.
6. Not request petty cash nor incur expenses without express written approval by my supervisor only for official LIN activities prior to incurring expenses. I will provide relevant receipts to request reimbursement for only approved expenses. LIN is not able to reimburse for certain expenses incurred while I volunteer for LIN including food, beverage, taxi or motorbike taxi transportation, event fees, etc. unrelated to official LIN activities or for personal purposes.
7. Respect and trust the organization staff and maintain an attitude of confidence that LIN's resources are sufficient to achieve its objectives.
8. Complete the tasks assigned.
9. Report any concerns or problems encountered in the completion of volunteership. I will let LIN know if I need further information or assistance in order to complete my volunteership as prescribed.
10. Evaluate the volunteer experience on a regular basis and upon project completion.

## Non-Profit Organization Agreement

I, \_\_\_\_\_, as an Volunteer Supervisor for **LIN**, agree to:

1. Provide orientation and necessary training to the volunteer, stating clearly the goals of the organization and the needs of the populations served.
2. Make the best use of the volunteer's time and skills.

LIN Center for Community Development  
180/47 Nguyen Huu Canh, W22, Binh Thanh District, Ho Chi Minh City  
Tel: +84 (8) 3512-0092

Email: [Volunteer@LINvn.org](mailto:Volunteer@LINvn.org) | Website: [www.LINvn.org](http://www.LINvn.org)



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3. Assign a staff person to supervise the volunteer and provide on-going support and direction, as appropriate, to the volunteer.
4. Show appreciation and respect for volunteer. Volunteer should be greeted warmly and with respect each time they come to work.
5. Provide as much advance notice as possible if project times change or an appointment needs to be rescheduled.
6. Communicate with the volunteer and indicate any concerns or problems encountered along the way.
7. Evaluate the relationship on a regular basis and provide feedback on a regular basis or upon project completion.

Together, we agree that the volunteer position will begin on \_\_\_\_and end on \_\_\_\_, with the following schedule and location of volunteership:

Day(s) of the week: Flexible  
Time: Flexible  
Location: Flexible

By signing below, we acknowledge having read and understood the above commitments:

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
LIN Signature

\_\_\_\_\_  
Date