

Student acknowledgment – Volunteering at The University of Melbourne (“University”)



RE:

(Program)

The University appreciates the significant contribution of its volunteers. Thank you for agreeing to participate in this volunteer program. We hope that your involvement in this program will be a rewarding experience for you.

The University seeks to ensure that all volunteers are well-supported by the University in their volunteer role at the University. Volunteer management at the University aims to comply with the national standards for involving volunteers in not-for-profit organisations produced by Volunteering Australia.

The aims of this volunteer program are:

a)

b)

c)

The University's Responsibilities

The University is committed to providing:

- Clear outlines of the roles and responsibilities involved in each volunteer role (a position description);
- Appropriate volunteer induction, training, supervision and support;
- Reimbursement for agreed out-of-pocket volunteer expenses;
- Induction on Environment, Health and Safety policies and procedures at the University (Appropriate to the particular area of the University where the volunteer activities take place) ;
- Advise students of confidentiality, privacy and other obligations which may apply to them during and, in some cases, after the period of their volunteer work with the University;
- An appropriate level of supervision of the students undertaking volunteer work taking into account their skills and level of experience, during the period that the students are performing volunteer work; and
- Insurance cover for approved volunteer activities.

The Volunteer's Responsibilities

As a volunteer, you agree to:

- Complete any necessary pre-placement checks;
- Provide relevant personal information to the University including emergency contact details, and information about any health conditions which may have consequences for particular volunteer roles and activities;
- Behave in a manner that will not bring the University into disrepute;

- Ensure the confidentiality and privacy of any personal information to which you have access through participating in this program;
- Undertake volunteer duties in accordance with all reasonable and lawful instructions of your volunteer coordinator, including the duty statement which will be provided to you;
- Comply with relevant University policies and procedures (including Environment, Health and Safety policies when on University premises) which have been brought to my attention in the context of this volunteer role;
- Participate in the program and perform volunteer work for the University without remuneration or payment or similar benefit (of any form) from the University (students participating in the program are not employees of the University);and
- Inform the University as soon as possible if it becomes known that you will not be able to fulfil your volunteer responsibilities.

The University reserves the right to cancel or withdraw the program or require you to cease your involvement in the program at any time, at its sole discretion.

Please do not hesitate to contact the _____ should you have any questions or comments or require clarification on the above.

Post:

University of Melbourne
Victoria 3010
Australia

Email:

Phone:

Fax:

I,.....
(Name of volunteer – please print)

have read and understood, and agree to abide by this Volunteer Agreement.

..... Date
(Signature of volunteer)