



Make-A-Wish® Toronto & Central Ontario believes the work of our volunteers is the key to our success. The intent of this agreement is to assure you of our deep appreciation for your services and to indicate our mutual commitment to ensuring your volunteer experience is productive and rewarding for you and Make-A-Wish Toronto & Central Ontario.

## **Volunteer**

I, \_\_\_\_\_, agree to serve as a volunteer for Make-A-Wish® Toronto & Central Ontario and commit to:

1. To perform the duties of my position to the best of my ability and to seek authorization before proceeding with activities outside my job description.
2. To attend required training sessions, read and contribute to online and print information, and take advantage of other resources that are offered to me to enhance my skills, experience and contribution.
3. To share in accountability for maintaining the security of Make-A-Wish® Toronto & Central Ontario and the confidentiality of information about Make-A-Wish Toronto & Central Ontario, its clients, corporate partnerships, staff and volunteers by adhering to Make-A-Wish Toronto & Central Ontario policies and procedures.
4. To abide by the standards, policies and procedures set out in Make-A-Wish Toronto & Central Ontario Volunteer Manual specifically, to not use my volunteer position for the purposes of developing commercial or professional relationships with users, members or organizations of Make-A-Wish Toronto & Central Ontario.
5. To meet my commitment to perform volunteer services for a minimum of one year and/or to complete assigned tasks and projects.
6. To complete reports and provide documentation regarding volunteer activities as requested, including an exit survey on completion of service.
7. To act at all times as a member of the team responsible for accomplishing the vision, mission, goals and objectives of Make-A-Wish Toronto & Central Ontario.
8. To treat everyone with dignity and respect and to adhere to the commitment of Make-A-Wish Toronto & Central Ontario to the principals of human rights policies and legislation.
9. To destroy all documents, emails, memos, or other correspondence relating to Make-A-Wish Toronto & Central Ontario upon completion of a task and volunteer services.

## Make-A-Wish Toronto & Central Ontario

We, Make-A-Wish Toronto & Central Ontario, agree to accept the services of \_\_\_\_\_ beginning \_\_\_\_\_ and we commit to provide the following to the best of our ability:

1. Adequate information, training, and support for you to be able to meet the responsibilities of your position.
2. Credit for your work and on-going feedback on your performance.
3. Training sessions or referrals to online and community resources, to enable you to enhance your experience and your ability to perform your duties and contribute to Make-A-Wish.
4. Respect for your skills, dignity, and individual needs to the best of our ability.
5. A forum for your feedback with regards to your position.
6. An equal partnership with staff and other volunteers for the accomplishment of our vision, mission, goals and objectives.
7. Access to an online volunteer services account.
8. To abide to the best of our ability to the benefits and recognition section of the volunteer manual

A Statement of Volunteer Service confirming your volunteer status following three months of continuous, reliable volunteer service or the equivalent in hours or duties performed.

I have read and understood the volunteer agreement  
(2 pages inclusive)

Agreed by: \_\_\_\_\_

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

Guardian (if under 18 years): \_\_\_\_\_

Make-A-Wish Toronto & Central Ontario Representative: \_\_\_\_\_

For Office Use Only

Date: