

Volunteering agreement

A Volunteering Agreement is a written document that outlines the rights, responsibilities, and expectations between a volunteer and an organization. It serves as a mutual understanding of the volunteer's role, the support they will receive, and the ethical and practical guidelines they should follow.

This agreement helps ensure clarity, prevent misunderstandings, and create a structured and respectful working relationship. It often includes details about the scope of volunteer activities, safety measures, and the organization's commitment to supporting the volunteer. By signing the agreement, both parties acknowledge their dedication to a shared mission and the principles guiding their collaboration.

Additionally, proper documentation serves as official confirmation of volunteer activities, which can be important for recognition, legal protection, or future opportunities. Moreover, a formal agreement allows organizations to provide tax-free reimbursements for specific volunteer-related expenses, making it easier for volunteers to carry out their work without financial strain.



In Ukraine, the Volunteering agreement is regulated by article 9 of the Law of Ukraine "On Volunteering"

When is a volunteering agreement obligatory?

The agreement is required in the following cases:

- **When** a volunteer provides assistance in certain areas.
- **When** an organization reimburses expenses related to volunteer activities.
- **When** a volunteer specifically requests a formalized agreement.

Essential components of a volunteering agreement



1. Subject matter of the agreement

- Defines the scope of volunteer activities and expected outcomes
- Specifies areas of work as per Article 1 of the Law of Ukraine "On Volunteering"
- Details the specific tasks assigned to the volunteer (these can be outlined in a separate annex)



2. Rights and obligations of the parties

- Based on Articles 5 and 7 of the Law of Ukraine "On Volunteering"
- Can be expanded through mutual agreement between the organization and the volunteer



3. Expense reimbursement procedure

- Must comply with Part 1 of Article 11 of the Law of Ukraine "On Volunteering"
- Specifies which expenses can be reimbursed
- Should align with Resolution of the Cabinet of Ministers of Ukraine (RCMU) No. 98 of February 02, 2011



4. Terms of the agreement and volunteer assistance

- Defines the duration of volunteer assistance
- Sets the validity period of the agreement, including termination clauses
- Establishes terms for early termination, ensuring compliance with the law



5. Liability terms for both parties

- Covers responsibility for improper performance of duties
- Addresses material and non-material damages
- Includes provisions for force majeure circumstances