

VOLUNTEER AGREEMENT

This Volunteer Agreement demonstrates how we value you and our other volunteers. We want to assure you that we appreciate your contribution to our nonprofit. We are dedicated to ensuring that you have the best volunteer experience we can currently provide that is both productive and rewarding.

This agreement is made between the Positive News Foundation (“PNF”), registered in The Netherlands under the Dutch name “Stichting Positive News”, with Chamber of Commerce number 85046248 and:

NAME VOLUNTEER:

.....

ADDRESS VOLUNTEER:

.....

.....

MOBILE PHONE VOLUNTEER:

.....

EMAIL VOLUNTEER:

.....

FOR THE POSITION OF: Virtual Assistant (100% volunteer)

LOCATION: Remote (100% online)

START DATE:

Because the Volunteer is not an active employee, the volunteer may terminate this Volunteer Agreement at any time for any reason the volunteer deems necessary by sending an email to volunteers@positivenewsfoundation.org. PNF may decline to accept the Volunteer's time and may terminate this Volunteer Agreement without prior notification, by the email address provided.

PNF COMMITS TO THE FOLLOWING:

- To provide adequate information and training via app and email so the volunteer may meet the expectations as described in the volunteer's role description;
- To explain what is required of the volunteer and to support and provide encouragement to help the volunteer achieve the desired results;
- To assign the volunteer with a named supervisor within 6 weeks after the signature date who will provide the volunteer with regular support and supervision meetings and act as a 'go-to' person;
- To treat the volunteer with respect and courtesy at all times;
- To be receptive to any comments and feedback from all our volunteers;
- To value our volunteers as a significant resource in achieving PNF's goals.

THE VOLUNTEER:

- agrees to provide HOURS per week during the term of this agreement, to the best of her/his ability;
- agrees (if possible) to provide one week’s notice via volunteers@positivenewsfoundation.org when unable to work;
- understands the services provided will be a donation and under no circumstances will expect wages, salary, or benefits from the organization for the services provided within this volunteer agreement;
- will only be reimbursed for “approved” out-of-pocket expenses incurred during the course of their duties. Receipts should be kept and provided to the treasury for processing;
- will acquaint yourself with the organization's policies and procedures and work within these requirements and structure;
- will abide by all policies set by the organization, and agrees to be bound by the most recent Terms, as can be found on the website <https://positivenewsfoundation.com>
- agrees to indemnify and hold PNF harmless against any damages related to the Volunteer’s activity.

INSURANCE:

PNF Volunteers located in The Hague are insured via the Dutch “[Haagse Polis](#)” for public Liability and Personal Accident Insurance cover whilst carrying out their volunteer duties, in accordance with the conditions stated within. For volunteers located outside of The Hague, PNF does not provide insurance.

CONFIDENTIALITY:

The volunteer will keep information about the PNF confidential unless the department agrees in writing to disclose the information. The organization will treat the volunteer's details confidentially.

JURISDICTION:

Any and all legal proceedings that may arise from this Volunteer Agreement shall remain in the jurisdiction of The Hague, The Netherlands. Both parties agree to provide written notification to each other in the event that an incident takes place while the Volunteer is providing services.

EMERGENCY:

In the event that an emergency should occur while the Volunteer is providing services, the following contact should be notified immediately:

EMERGENCY CONTACT NAME:

EMERGENCY CONTACT PHONE: +

DATE: 2022 /...../.....

VOLUNTEER’S SIGNATURE:

SIGNATURE PNF: