**Volunteer and Work Exchange Agreement**

**Introduction**

This Volunteer and Work Exchange Agreement establishes the expectations, responsibilities, and benefits for individuals participating in the [Community/Organization Name] work exchange or volunteer program. By signing this document, participants commit to fulfilling their roles diligently and contributing positively to the community, in exchange for the agreed-upon accommodations, benefits, and experience.

### **1. Terms of Participation**

* **Position and Role**: The participant, [Participant Name], agrees to volunteer or work in the role of [Role/Position], performing tasks such as [list primary responsibilities].
* **Duration**: The term of participation is from [start date] to [end date], with the possibility of extension or renewal upon mutual agreement.
* **Work Schedule**: The participant agrees to work approximately [X hours per day/week], with specific working hours to be set and communicated by [Community/Organization Name].
* **Attendance and Punctuality**: Reliable attendance and punctuality are essential. If a participant is unable to attend a scheduled shift, they should inform their supervisor as soon as possible.

### **2. Responsibilities and Expectations**

* **Quality of Work**: The participant agrees to complete tasks to the best of their ability, adhering to any instructions, guidelines, and quality standards set by [Community/Organization Name].
* **Code of Conduct**: Participants are expected to act respectfully toward other members, staff, and visitors, upholding the organization’s code of conduct, including [list any specific values or policies].
* **Health and Safety**: Participants agree to follow all safety guidelines and report any hazards, accidents, or injuries promptly.

### **3. Accommodations and Benefits**

In exchange for their contributions, participants will receive the following benefits:

* **Accommodations**: The participant will be provided with [description of accommodations, e.g., shared room, private cabin, dormitory] for the duration of their term. Accommodations include basic amenities such as [e.g., bed, linens, access to restroom, kitchen].
* **Meals**: [Community/Organization Name] will provide [number of meals per day, meal schedule, dietary options] during the participant’s term. Participants are expected to contribute to meal preparations or clean-up as needed.
* **Stipend or Other Compensation** (if applicable): The participant will receive a stipend of [$X per week/month] to cover incidental expenses. If no stipend is provided, this should be clearly indicated.
* **Training and Learning Opportunities**: The participant will have access to training, workshops, or skill-building sessions related to their role or community goals.
* **Time Off**: The participant is entitled to [X days per week] off, with the flexibility to take additional personal time off as agreed upon in advance.

### **4. Supervision and Support**

* **Supervisor**: [Supervisor/Contact Name] will serve as the participant’s primary contact for all matters related to their role. Any questions, issues, or feedback should be directed to the supervisor.
* **Feedback and Evaluation**: Regular feedback sessions will be held to discuss the participant’s progress, address concerns, and provide guidance. Participants are encouraged to share feedback about their experience and suggest any areas for improvement.

### **5. Workplace Conduct and Behavior**

To ensure a safe, respectful, and enjoyable work environment, participants agree to the following guidelines:

* **Respect for Others**: Participants must treat all staff, residents, and other volunteers with respect and courtesy.
* **Drug and Alcohol Policy**: The use of drugs and alcohol is [permitted/not permitted] during working hours. Participants are expected to follow all community policies regarding substance use.
* **Personal Property**: Participants are responsible for securing their own belongings and respecting others’ personal property.

### **6. Termination and Exit**

Either party may terminate this agreement if necessary, with a minimum notice period of [X days/weeks].

* **Termination by the Organization**: [Community/Organization Name] reserves the right to terminate the agreement if the participant does not meet their responsibilities, violates community guidelines, or behaves in a manner detrimental to the community.
* **Voluntary Exit**: If the participant chooses to end their term early, they should provide at least [X days/weeks] notice to allow for a smooth transition.

### **7. Confidentiality and Media Consent**

* **Confidentiality**: Participants agree to respect the privacy of the community or organization and refrain from sharing confidential information without permission.
* **Media and Photography**: Participants [grant/do not grant] permission for [Community/Organization Name] to use their image in promotional materials, including photos or videos taken during their term. If consent is given, participants can specify if there are any limitations.

### **8. Agreement Modifications**

This agreement may be updated or amended by mutual consent, with all changes documented in writing. Any amendments should be reviewed and agreed upon by both parties.

**Participant Acknowledgment**

By signing below, I, [Participant Name], agree to fulfill the duties and responsibilities outlined in this Volunteer and Work Exchange Agreement and commit to a positive, respectful participation in the [Community/Organization Name] program.

**Participant Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Organization Representative Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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