



This Volunteer Agreement sets out the agreements between you, the volunteer, and the Scottish Registered Charity (SC 030081) Student Volunteers Abroad (SVA).

I hereby agree that I have read and understood the following document entitled 'Volunteer Agreement' and will volunteer with SVA in observance of these guidelines.

Print Name:.....

Signed: .....

Date:.....

Project:.....

#### **Rights of SVA**

- To select volunteers for environmental and social projects in developing countries or revoke that privilege, under the conditions that the volunteers: purchase comprehensive personal travel insurance; adhere to agreements signed between volunteers and SVA; agree to complete disclosure checks
- To remove a project from SVA if it is decided the project is unsafe or presents circumstances which may jeopardise the safety of the volunteers and overall success of the project
- To research projects and ensure the volunteers will work alongside host non-governmental organisations (NGOs) or not for profit organisations.
- To set project budget targets for project costs in consultation with the host NGO

#### **Responsibilities of SVA**

- To coordinate with local NGOs and arrange for volunteers to work in partnership with these organisations
- To organise the selection and formation of groups of students to undertake these projects
- The SVA board will be elected at the AGM and carry out duties as outlined in job descriptions
- The SVA board will meet once a week to organise the general running of SVA
- To regularly review the present political situations in host countries

In addition, you should expect the following from SVA:

#### **1. Induction and training**

- To provide induction on the work of SVA, its members, and your volunteering role. Your project booklet will provide you with details of the work that you will be undertaking and some of the background information you will need to carry this out.
- To provide training sessions to raise awareness of the ethical considerations that must be made whilst volunteering.
- To provide project specific training which is reviewed yearly by project coordinators and the training coordinator.

#### **2. Supervision, support and flexibility**

- To explain the standards expected of our volunteers and support you to achieve and maintain them.
- To provide you with a project coordinator who will meet with you regularly (e.g. weekly) to discuss fundraising, and to prepare you for your summer project.
- To support you in your role as a volunteer and encourage you to come forward with any concern that you may have at any time while volunteering with our organisation.
- To ensure through liaison with local partner organisations, that volunteers are provided with accommodation within the host community for the duration of the project.

SVA is a Scottish Registered Charity: No. SC 030081

c/o. University of Glasgow SRC, The John McIntyre Building, University of Glasgow, GLASGOW, G12 8QQ

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- To ensure that confidential information of the organisation and the volunteers are maintained.
- To remain in contact with co-ordinators and volunteers during their projects each summer, so as to address any problems and keep up to date with the progress of the project.
- To make sure you are aware how to fundraise legally and support you in reaching your target.
- To follow SVA's policies and agreements as described by coordinators.

### **3. Expenses**

- Membership is £30 which is used for photocopying, SVA insurance and general SVA running costs.
- Volunteer accommodation, food, and direct project travel expenses may be paid for if these amounts are included in project costs

### **4. Health and safety**

- To make sure you are fully aware of the risks involved with your project, providing you with a risk assessment pre departure which outlines what to do to minimise risks
- To ensure that volunteers have been informed about topics related to personal health when you are on project. This will also include information about vaccines that you will need to get.
- To organise first aid training

### **6. Equal opportunities**

- To ensure that all volunteers are dealt with in accordance with the SRC equal opportunities policy, which every SVA member must adhere to.

### **7. Problems**

- To try to resolve fairly any problems, grievances and difficulties you may have while you volunteer with us
- In the event of an unresolved problem, to offer an opportunity to discuss the issues

### **Rights of Volunteers:**

- After payment of membership, to volunteer on the project which you are selected for unless the board decide to withdraw the project from SVA on the basis of safety or ethical grounds. However membership can also be withdrawn if you fail to comply with this document, the Volunteer Agreement.
- To fundraise legally under the SVA name with possession of membership card
- To be promptly informed of any changes to the project
- To express openly any concerns regarding the running of SVA or their specific project

### **Responsibilities of Volunteers:**

- To help SVA fulfil its volunteer work alongside local organisations on sustainable projects for the relief of poverty , promoting awareness and education amongst students, of the social and environmental issues that affect the developing world and to promote cultural links and encourage cultural education for both parties
- To perform your volunteering role to the best of your ability
- To respect the culture of the country in which the project is based; this includes issues related to personal dress and behaviour
- To carry out the volunteer work for the duration of the project unless extreme circumstances prevail the details of which should be discussed with the board or in country coordinator if the occasion arises on the project
- To legally fundraise for the amount set out by the project coordinators

### **1. Induction and training**

- To attend and participate in all training sessions arranged.

### **2. Supervision, support and flexibility**

- To agree to complete a Disclosure Scotland form and notify the SVA board of any criminal offences
- To adhere to your role as outlined in this document, the Volunteer Agreement

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- To read and follow SVA's policies and agreements.

### 3. Financial Issues

- To pay the membership cost of £30 which is to pay for SVA insurance and general running costs of SVA
- To fundraise the amount agreed by project coordinators and the SVA board
- To understand that **if this fundraising target is not reached then the project will be unable to run.**
- Not to accept payment for any project-related activity

### 4. Health and safety

- Consult your GP regarding any vaccinations, medication or advice that you may need for the project and any travelling that you intend to do out with the project
- Acknowledge that any travelling that you chose to do out with the direct work with the NGO is your sole responsibility and that SVA will accept no responsibility for any activities which you choose to partake in.
- Understand that while the NGO/SVA will determine the activities that you do whilst on the project you will at no time take part in anything which you feel uncomfortable or unsafe.
- Read the risk assessment and understand the dangers that exist in the country and area that you are travelling to.
- Take the recommended advice to ensure any risks are kept to a minimum at all times.
- Regularly check the FCO website ([www.fco.gov.uk](http://www.fco.gov.uk)) which gives up to date information about your country
- To ensure that comprehensive personal travel insurance is arranged to cover the entire time on project and any additional travelling I intend to do out with the project.
- To notify SVA any illnesses or any other reason which may affect my work as a volunteer on my chosen project
- To provide SVA with the contact details of a relative or close friend in case of an emergency

### 5. Travel Arrangements

- To make any personal travel arrangements to and from the project including flights to and from the host country.
- To ensure passports are valid and that any visas required are obtained prior to departure
- Payment of any visas is the responsibility of the individual volunteer.

### 6. Personal conduct

- To comply with local customs with regards to appropriate behaviour. This includes not breaking any laws, not behaving in an aggressive manner, dressing appropriately according to the local customs, and not consuming excessive amounts of alcohol in public. Please refer to the risk assessment for your project and Volunteer Agreement/Project Booklet.
- To not take any drugs that are not for prescribed medical purposes
- To not enter into inappropriate intimate relationships while on project.

### 7. Equal opportunities

- To adhere to the Student Representative Council (SRC) Equal opportunities policy.

### 8. Problems

- To ensure if there are any issues that concern me or the group that these issues are discussed with either the project coordinator, the SVA board, or the NGO so that they may be resolved quickly and efficiently
- To communicate effectively with my group and host NGO

**SVA expect both parties to adhere to these guidelines. Changes may be made, in consultation with the other party.**

**The society is under the democratic control of the membership although the SVA board are responsible for the day to day running of the organisation.**

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Although it is undesirable and would only be considered as a last resort, if you are found to have neglected your responsibilities as a volunteer of SVA, the board has the power to remove your SVA volunteer status, thereby denying you the opportunity to volunteer with SVA.

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