



Volunteer Bill of Rights

As a Volunteer it is Your RIGHT:

- To be assigned a meaningful task
- To be oriented, trained and supervised during the duration of your activity
- To ask questions about your task and seek feedback about your performance
- To be treated with respect and kindness at all times by every member of the organization for which you volunteer
- To offer input and feedback to the organization about the job or task you are performing in an effort to improve your situation and the needs of volunteers in the future.
- To be trusted with confidential information which may be necessary to fulfill your task
- To expect that your time will be used efficiently and effectively

As a Volunteer it is your RESPONSIBILITY

- To follow the rules, policies and procedures of the organization
- To sign any paperwork necessary **before** volunteer work begins (Code of Ethics, Confidentiality Agreement, release forms, etc.)
- To meet time commitments and show up ready to work. Also, be considerate and give adequate notice if you will be unable to fulfill your responsibilities
- To perform your tasks to the best of your ability
- To accept assignments without complaint but to provide constructive feedback if your expectations aren't met so that a new assignment may be given if appropriate. (Be ready though to take on things that may not be "exactly" as you had hoped. Remember, you believe in this mission and the organization needs to get the work done!)
- Do not take on more responsibility than you can handle and don't agree to commitments that you can't keep
- Provide constructive input and offer suggestions on ways to improve the work flow of your assignment if appropriate.
- Respect the confidential nature of issues shared with you in order to complete your job.

Remember, volunteering is a two-way street. Respect is the cornerstone of effective volunteer management. A Volunteer Bill of Rights is one effective way to illustrate to volunteers that they really matter to your organization.
