**PLEASE EDIT TO SUIT THE NEEDS OF YOUR ORGANISATION.**

**YOUR ORGANISATION Volunteer Information Sheet**

This sheet provides information about YOUR ORGANISATION and what you can expect from us if you choose to volunteer with us. It also outlines our expectations of you as a volunteer.

**Who are we?**

A BRIEF HISTORY OF YOUR ORGANISATION. AIMS/GOALS/OBJECTIVES.

**As a KYA Volunteer we expect you to:**

* Carry out your volunteering to the best of your ability, letting us know if you need any additional help
* Treat people with respect, be fair, honest, and considerate
* Respect our policies and procedures as shared with you at Induction
* Not smoke, drink alcohol or use illegal drugs while volunteering or prior to volunteering
* Be reliable and punctual. If unable to attend, phone and say so, giving as much notice as possible
* Observe all health & safety measures put in place for your safety and the safety of others.
* Accept responsibility for your actions

**In return, you can expect us to:**

* Provide you with a supportive and rewarding volunteering experience
* Deliver volunteer induction and training to enable you to carry out your role
* Let you know if we are making any changes and involve you as much as possible in decisions that affect you
* Support you as much as possible in your volunteering goals such as progressing to employment.
* Recognise and thank you for your valuable contribution to the organisation