

VOLUNTEER AGREEMENT

This agreement is intended to represent the seriousness with which we treat our volunteers. Its purpose is to assure you of our deep appreciation of your services and to indicate our commitment to do the very best we can to make your volunteer experience with UCLA a productive and rewarding one.

THE ORGANIZATION

We, Volunteer Services, agree to accept the services of _____ beginning on (today's date) _____, and we commit to the following:

1. To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of Volunteer Services.
2. To ensure supervisory support and to provide feedback on the volunteer's performance.
3. To be receptive to any comments from the volunteer regarding ways in which we might better accomplish our respective tasks.
4. To respect the skills and needs of the volunteer, and to treat him/her as an equal partner of Volunteer Services, jointly responsible for the completion of its goals and the fulfillment of its mission.

THE VOLUNTEER

I, _____, agree to serve as a UCLA Healthcare Volunteer and commit to the following:

1. To perform my volunteer duty to the best of my ability.
2. To complete all requirements (health and Live Scan) as outlined by Volunteer Services before entering patient areas.
3. To be punctual to those shifts for which I am scheduled. In case of a conflict, I will be responsible for notifying a supervisor, and scheduling an alternate shift ahead of time. I will provide advance notice to my assigned department and Volunteer Services in case of leave of absence.
4. To conduct myself with the utmost professionalism, and to abide by UCLA Healthcare CONFIDENTIALITY Agreement, and HIPPA Privacy Standards.
5. To adhere to Volunteer Services policies and procedures, including signing in and out, for time commitment (80-hours) and attendance.
6. To observe the guidelines of the volunteer dress code. This includes: volunteer jacket, white shirt, khaki pants, closed toe shoes and I.D. Badge to be displayed at all times. **ABSOLUTELY NO JEANS.**
7. To notify the Volunteer Office any difficulties or conflicts that may arise.

Volunteer Signature

Date

Volunteer Coordinator

Date