



VOLUNTEER CODE OF CONDUCT

There is tremendous power and positive energy in giving – it is a shame that not enough people have experienced it to the fullest. Pay It Forward Day is about all people, from all walks of life giving to someone else and making a positive difference. As a volunteer you can help us change the world. This Volunteer Agreement demonstrates how we value our volunteers. We want to assure you that we appreciate your contribution to the Pay It Forward Day organisation. We are dedicated to ensuring that you have a quality volunteer experience which is both productive and rewarding.

We agree to accept the volunteering services of:

_____ beginning on _____
Volunteer (Print Name) (YY/MM/D)

The volunteer role is: _____
le: (State/City/Community/Provincial Coordinator)

The volunteer will be supervised by _____
le: (Country Coordinator)

The Pay It Forward Day Organization commits to the following:

- To provide adequate information and training so you may meet the expectations as described in your volunteer role description.
- To allow for a six-week trial period.
- To explain what is required of you and to support and provide encouragement to help you achieve the desired results.
- To assign you with a named supervisor who will provide you with regular support and supervision and act as a 'go to' person.
- To treat you with respect and courtesy at all times.
- To be receptive to any comments and feedback from all our volunteers.
- To value and recognise our volunteers as a significant resource in achieving the goals of our organisation.

The Volunteer commits to the following:

- To fulfil my role as outlined in the attached volunteer role description.
- To perform my volunteer role to the best of my ability.
- To follow the organisation's policies and procedures.
- To act in a way that is in line with the aims and objectives of the organisation and that enhances the work of the organisation.

Agreed to by:

Pay It Forward Day Representative's Signature _____ Date _____
(YY/MM/D)

Volunteer Signature _____ Date _____
(YY/MM/D)

This volunteer agreement is binding in honour only, and is not intended to be a legally binding contract between the volunteer and the organisation. Neither party intends any employment relationship to be created now or at any time in the future. This agreement may be cancelled at any time at the discretion of either party.

Volunteer Code of Ethics

Pay It Forward Day holds the worth, dignity and individuality of every person as important.

Volunteers shall:

- Not discriminate against anyone on the basis of race, colour, language, religion, beliefs, age, gender, sexual orientation, marital status, physical or developmental abilities or economic condition.
- Not use Pay It Forward Day as a means to:
 - promote another organization
 - promote a political organization
 - represent Pay It Forward Day as promoting other businesses
- Fulfill their duties, obligations and responsibilities with integrity and represent Pay It Forward Day in a conscientious, respectful and efficient manner.
- Strive to provide the highest quality of service.
- Treat with respect the views and actions of their colleagues and use appropriate organizational channels to express disagreement if required.
- Clearly distinguish between their own opinions as individuals, and their statements as representatives of the organization. They will exercise responsible caution in dealing with public and media communications in this regard.
- Individually and with others, work for the creation and maintenance of organization policies and procedures that are consistent with the values and obligations of this code.

