

Volunteer partnership agreement: [name of informal group]

This is an agreement between Communities 1st (C.1st) and [names of individual/s] (hereinafter referred to as “the Volunteer Partner/s”).

The purpose of this agreement is to provide a legal framework within which C.1st can support the Volunteer Partner/s to carry out voluntary charitable activities of benefit to the local community.

All parties to this agreement understand that:

- Activities must be entirely charitable and must be promoted as “[name of informal group] (a project of C.1st)”.
- [name of informal group] has no legal identity of its own other than as a project of C.1st.
- Any financial and other records including correspondence belong exclusively to C.1st.
- Any monies raised by the activity belong exclusively to C.1st and must be accounted for through C.1st's accounting systems within a fund designated as [name of informal group].
- Any monies raised from this activity will be spent only on the activities of [name of informal group].

Definition of activities: [name of informal group]

[insert description here].

Undertakings and responsibilities of Communities 1st

- C.1st will use its best endeavours to support these activities and promote them to interested parties.
- To ensure transparency and compliance with charity and accounting law, C.1st will ensure that any financial transactions are properly recorded and that reports are regularly made available to the Volunteer Partner/s.
- To safeguard participants, C.1st will ensure that all activities are risk assessed and properly insured.
- To ensure transparency and compliance with charity and accounting law, C.1st will ensure that activities are properly reported in its accounts and trustees annual report.
- C.1st will not spend any monies that may be raised other than with the knowledge and consent of the Volunteer Partner/s, or where a specific legal commitment arises as a result of activities related to [name of informal group].

Undertaking and responsibilities of the Volunteer Partner/s

- To protect the health, wellbeing and dignity of participants, the Volunteer Partner/s will ensure that all volunteers and participants are treated with courtesy and consideration and are regularly consulted about their needs and about the direction and nature of the activities.
- To ensure compliance with charity and accounting law, the Volunteer Partner/s will ensure that any and all income or expenditure is accounted for in a manner determined by C.1st.
- The Volunteer Partner/s agree to raise sufficient funds to cover the activities of [name of informal group], and to indemnify C.1st against all costs arising from the running of activities related to [name of informal group] that are not covered by receipts or previously agreed to come from C.1st resources.
- The Volunteer Partner/s will ensure that all publicity uses the phrase “[name of informal group] (a project of C.1st)” and carries the information: “Communities 1st Charity Registration Number 1187164”.
- The Volunteer Partner/s will ensure that all activities and practices comply with C.1st policies, standards and requirements – including those around safeguarding, privacy, and GDPR.
- The Volunteer Partner/s will use their best endeavours to deliver activities of the highest possible standard to ensure the best possible outcomes for the participants and the local community – all activities must be notified to C.1st in advance.

Termination of Agreement

Either signatory terminate their participation in the agreement at any time by giving written notice to the other of their intent to do so. Any monies, financial and other records must then be surrendered to C.1st, and on receipt of these records C.1st will pay any outstanding monies to a registered charity designated by the Volunteer Partner/s.

Signatures

Stephen Craker for Communities 1st

Date 2020

2 Allum Lane, Estree, Herts, WD6 3PJ

[name of] (Volunteer Partner)

Date

[home address]