Annex to the Volunteer Agreement
(example with explanatory notes)

1. The title of the voluntary position, the name and surname of the volunteer
   (must be precise)

2. The place of work
   (explains where the volunteer will work – the clinic, institute, office, in the field etc.)

3. The obligations and duties of the volunteer
   (individually listed and clearly defined activities which the volunteer must perform in order to
   achieve the previously defined purpose and goals)

4. The qualifications the volunteer needs
   (a clear and concise profile of the desired volunteer, which includes the skills, attitudes,
   experience, knowledge and personal characteristics sought)

5. The necessary commitment (per week)
   (the estimated number of hours and flexibility in time planning required of the volunteer)

6. The benefit the volunteer will gain from volunteering
   (the benefit the volunteer will enjoy or achieve through working in the voluntary position)

7. Evaluation
   (defines how the results achieved will be measured and evaluated)

8. The volunteer's coordinator/mentor
   (Name and surname, position, contact details) To help the volunteer understand with whom
   they will work in the organization and to whom they should report and how)

Volunteer  Coordinator/mentor