

**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