



## Volunteer Agreement

We, Drachenschule Odenwald e.V., agree to accept the volunteering services of

(name & address of volunteer) \_\_\_\_\_

\_\_\_\_\_

beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.

This volunteer agreement is a description of the arrangement between us, Drachenschule Odenwald e.V., and you, the volunteer. We value our volunteers and the contribution that they make to our school. We want to ensure that you have a productive and rewarding volunteer experience.

This agreement sets out the minimum standards which we expect from our volunteers and what you can expect from us. It also states what to do in terms of any complaints, and where to go for help and assistance.

### The volunteer commits to the following:

- To acknowledge that the school concept of Drachenschule is based on democratic principles and aims at letting children freely choose the activities they want to engage in.
- To fulfil their role as outlined in this agreement and to perform to the best of their abilities.
- To follow the school's policies and procedures.
- To meet time and task commitments and to provide sufficient notice when not available.
- To always act in a way that is in line with the aims and objectives of Drachenschule and that enhances the work of our school.
- In case of disagreements with children that cannot be settled swiftly through talking non-violently to each other, this is to be brought to a mentor's attention immediately.
- To maintain the confidential information gained about children and staff of Drachenschule.
- To aim at enhancing everyone's cultural experience and language skills as well as sharing other mutually beneficial interests and activities.
- To communicate in their mother tongue and/or English as much as practicable.

- To never force any activity onto any child, to never and under no circumstances, punish, intimidate or intentionally harm any child in any way and to never be alone with a child. If there is an unavoidable situation where the volunteer finds him-/herself alone with a child in school please move back to a shared space and inform a mentor (“Lernbegleiter”) about this as soon as possible. This is to safeguard children and to protect you as a volunteer.
- Children at Drachenschule express themselves naturally and this occasionally includes different types of physical contact such as hugs or holding hands. We encourage our volunteers to respond to this within appropriate boundaries and with the mindful discretion of an adult caretaker. This is because touch fosters emotional bonds between individuals and your stay with us is short. Any physical contacts should only be initiated by the children and any physical interactions have to be beneficial for them - not the grownup.  
If you do not wish to be touched by children please make sure to tell them sensitively and let the team know.

### **Volunteering Schedule**

- The volunteer agrees to volunteer for 4 to 5 hours/day on 4 to 5 days/week (between Monday and Friday), so the arrangement comprises 20 hours a week with a minimum attendance of 4 days (usually from 8.30 am to 1.30 pm/2pm with 30 mins. for lunch. Any extra time after that with the children can be deducted from the total for the week.)
- Public holidays are being given as vacation time.

### **Typical Duties of a Volunteer at Drachenschule Odenwald e.V.**

- The volunteer role is to assist and interact with mentors and children alike, supporting the children to explore their interests. A sample list of activities is provided on our website, but tasks are not limited to those, and can vary based on mutual interest and the volunteer’s creativity.
- The volunteer will be accompanied by a mentor, who acts as a “go to” person for the volunteer at all times.
- Volunteers will also be expected to assist in general duties like tidying up after activities with children, where required.
- The volunteer will be mentored by \_\_\_\_\_ (name)  
\_\_\_\_\_ (mail&mobile).

**Drachenschule Odenwald e.V. commits to the following:**

- To treat you with respect and courtesy at all times.
- To be receptive to any comments and feedback from all our volunteers.
- To provide you with three free meals a day and free accommodation during your stay as a volunteer.
- To provide adequate information and training so that the volunteer will meet the expectations as described in the role description.
- To assign a named mentor who will provide support to the volunteers.
- To value and recognise our volunteers as a significant resource in achieving the goals of our school.
- To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us.

**Insurance, Visa, Travel Costs**

- The volunteer confirms that he/she has valid third party liability insurance as well as medical insurance for the duration of their volunteer agreement and agrees to not hold Drachenschule Odenwald e.V. liable for any medical expense nor any damages caused to anyone or anyone's property by the volunteer. (If you are unsure what this is, please check back with your contact person at Drachenschule before signing the volunteering agreement).
- In case of the unlikely event of an accident while performing volunteering activities at Drachenschule, the volunteer is covered by the school's accident insurance.
- The volunteer is solely responsible for obtaining any required visa for their stay in Germany. The cost for any required visa is the responsibility of the volunteer.
- Travel costs to and from Drachenschule Odenwald are the responsibility of the volunteer.

**Emergency Contact Details / Health and Safety Information**

- The volunteer herewith confirms that he/she does not hold any known contagious disease. If any disease is found, the volunteer will inform Drachenschule Odenwald e.V. immediately and must refrain from any further direct contact with any child or staff of Drachenschule.
- The volunteer has to inform Drachenschule prior to starting any volunteering work whether he/she has had contact within a period of eight weeks prior to coming to Drachenschule to any persons carrying any contagious disease that could affect children or staff at Drachenschule.

- In case of any medical or other emergency, the volunteer specifies that the following person shall be informed:

(Name) \_\_\_\_\_

Relationship to Volunteer (e.g. parent, spouse, etc.) \_\_\_\_\_

**Contact Details**

Telephone: \_\_\_\_\_ / Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ / (Skype etc.): \_\_\_\_\_

**Photos/Videos**

- The volunteer grants Drachenschule Odenwald e.V. the right to use any photos/videos taken of you undertaking volunteering activities for school's marketing purposes such as postings on their website, posters/mailings, newspapers etc.
- I herewith acknowledge that photos/pictures/videos featuring children or staff of Drachenschule Odenwald e.V. **may not** be posted to social media or shared with any third parties.

Neither party intends any employment relationship to be created now or at any time in the future. The agreement may be cancelled at any time at the discretion of either part.

Please sign to acknowledge that you have read and understood this Volunteer Agreement, have had an opportunity to ask questions and hereby agree to the arrangement.

Date / place \_\_\_\_\_

Volunteer name \_\_\_\_\_

Volunteer signature \_\_\_\_\_

Confirmed by:

Date / place \_\_\_\_\_

Drachenschule (name) \_\_\_\_\_

Drachenschule signature \_\_\_\_\_