Agree a sustainable volunteer role

Discuss this outline together. A completed form is not an accepted commitment or a contract. Use role labels; exclude private contact and beneficiary details.

Role, mission purpose, who benefits, and receiving owner

Bounded output and evidence of useful completion

Time range, availability limits, term, and review date

What the volunteer may decide; approvals and out-of-scope work

Training, access, safeguards, materials, and expense arrangements

Support contact role, backup, communication, and escalation route

Accepted scope / date; unresolved conditions before starting

Can we support the contribution?

Budget the organization's support as well as volunteer time. Follow approved screening, safeguarding, and access processes before work starts. Estimates can be ranges.

Volunteer effort: preparation, delivery, meetings, and likely busy periods

Staff effort: onboarding, supervision, review, and receiving the output

Capacity or accessibility barriers; agreed support or narrower scope

First real task: usable output, due date, reviewer, acceptance signal

First check-in: what we will ask and when; who can adjust scope

Start / revise / defer: agreed decision and unresolved prerequisite

Renew, redesign, or hand over

Review mission value, volunteer experience, and staff burden together. A change in availability is a planning fact. Agree renewal explicitly; do not assume it.

What was delivered, who could use it, and what evidence supports that?

Volunteer experience, feedback, actual effort, and support gaps

Staff burden and beneficiary feedback, where appropriate

Renew / reduce scope / add support / pause / finish: rationale and agreement

Handoff: receiving role, open promises, materials, approved access changes

Specific acknowledgment, permission for public credit, next review or closure