

# Volunteer Agreement

**I. VOLUNTEER:**

I, \_\_\_\_\_, agree to serve as volunteer and commit to the following:

1. To perform volunteer duties to the best of my ability.
2. To adhere to the rules and procedures of Legal Aid of the Bluegrass (hereinafter LABG), including financial eligibility, programmatic, and file maintenance record-keeping requirements and confidentiality of agency and client information.
3. To meet time and duty commitments, or to provide adequate notice so that alternate arrangements can be made.
4. To work solely under the supervision of an employee of LABG.
5. To adhere to all professional and ethical standards in the practice of law.

**II. CLIENT CONFIDENTIALITY:**

Legal Aid of the Bluegrass has a strong policy on confidentiality which safeguards the client's right to privacy. From the time a volunteer is hired they are instructed and trained in their responsibility of treating all client information (i.e., medical, social, financial, service) in a most professional way. Volunteers are expected to adhere to the same standards of professionalism as an LABG employee.

**III. AGREED TO:**

\_\_\_\_\_  
Volunteer Name

\_\_\_\_\_  
LABG Staff Representative

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*This agreement may be cancelled at any time at the discretion of either of the parties.*