



VOLUNTEER STAFF AGREEMENT

This Volunteer Staff Agreement describes the arrangement between the Sam Houston Area Council and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

Volunteers are an important and valued part of the Sam Houston Area Council. We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and what we hope for from you. We aim to be flexible, so please let us know if you would like to make any changes and we will do our best.

Part 1: Sam Houston Area Council

Your role as a volunteer for _____ will begin on _____. Your volunteer service is designed to help us fulfil our mission to lead youth to lifelong service, values, and achievement.

The Sam Houston Area Council commits to the following:

Introduction and training

To provide thorough introduction into the service of the Sam Houston Area Council, its staff, your volunteer role and the training and guidance you need to meet the responsibilities of this role.

Supervision, support and flexibility

- To explain the standards we expect in Scouting and to encourage and support you to achieve and maintain them;
- To provide a named person who will meet with you regularly to discuss your volunteering and any successes and challenges;
- To do our best to help you develop and succeed in your volunteering role with us.

Expenses

- To reimburse only the approved expenses within the budget by the Event Chair/Course Director and the Program Director. For Wood Badge and NYLT courses, only the Course Director and Quartermaster will be responsible for purchasing course items.
- Itemized original receipts must be provided. Requests for reimbursement should be coordinated with the Event Chair/Course Director and then requested through the Council Program Director.
- SHAC is a section 501 (c) (3) non-profit organization and thereby exempt from paying sales tax. Tax Exemption can be claimed by presenting a Texas State Sales Tax exemption certificate. In some cases businesses require the certificate be on file in advance and this often takes some time to establish. Taxes will not be reimbursed.
- All receipts should be attached to a Check Request form provided by your Event Chair/Course Director and turned into the Council Program Director no later than one week after the event.
Receipts turned in more than 45 days after the event will not be paid.

Health, Safety and Protection of Youth and Adult Members

To provide adequate and appropriate training and support in following the policies stated in the *Guide to Safe Scouting*, Sweet 16 of Safety, and Youth Protection Guidelines.



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Challenges

To try to resolve fairly any challenges or difficulties you may have while you volunteer with us, please speak to your Event Chair/Course Director.

Part 2: The Volunteer

I, _____ agree:

- To be a currently registered member of the Boy Scouts of America.
- To help the Sam Houston Area Council fulfil its training course or event.
- To perform my volunteering role to the best of my ability.
- To follow the organization's procedures and standards, including reimbursement policies, health and safety policies and youth protection guidelines.
- To uphold the values and mission of the BSA and do my best to live up to the Scout Oath and Scout Law; remembering that everything I do in this role reflects not only on myself but also the Sam Houston Area Council and the BSA ("You are the council")
- To maintain the confidential information and integrity of the organization and of its members.
- To meet time commitments and standards agreed to except in exceptional circumstances, and if unable to complete task will give reasonable notice so other arrangements can be made;

I will volunteer on the following days/times: _____

My start date will be: _____

My Event Chair/Course Director will be: _____

I agree to notify my Event Chair/Course Director of any absence and to give reasonable notice of my intention to leave.

Signed by Volunteer: _____

Print Name: _____

Date: _____

Signed on behalf of the Sam Houston Area Council: _____

Print Name: _____

Date: _____