



Company & Community Statement of Commitment



**Volunteer
Ireland**
Obair Dheonach Éireann

Company & Community Organisation Statement of Commitment

This Statement of Commitment demonstrates our organisation's commitment to our volunteers and our appreciation of your support in helping us achieve our goals.

Name of Community
Organisation

Name of Company

Agreed Project /
Activity Date/s

Project Start Time:

Project End Time:

Project Location/Address:

Project Type e.g., hands on gardening, painting, client social activity, business advice etc.

Agreed project tasks – provide a brief overview of the activities, volunteers will be doing.
Remember to include prep, set up, clean up and breakdown where applicable:

Lunch will be provided and paid for by:

Project materials / supplies / tools will be provided / purchased by:

Financial donation to organisation in the amount of:

The Community Organisation commits to the following:

- To provide a meaningful volunteer activity based on real & identified needs in our organisation.
- To provide tea / coffee / basic refreshments on the day.
- To provide a short induction to the organisation including: an overview of our work; challenges faced by our clients; the impact of your volunteer activity.
- To explain the project goal, the tasks to be completed by volunteers and to provide support and encouragement to help your team achieve the desired results.
- To assign you a designated Project Manager to support your volunteer day/activity.
- To treat you with respect, dignity and courtesy at all times.
- To be receptive to any comments and feedback from you.

The Company & its Employee Volunteers commit to the following:

- To recognize the work and effort that the organisation puts into planning and delivering the employee volunteer activity.
- To assign a designated Company Project Manager to support the planning and delivery of the volunteer project / activity.
- To assign additional Company Team Leads for every 15 volunteers.
- To complete all agreed tasks to the highest standards.
- To ensure the project site is left clean at the end of the project/activity.
- To act professionally and treat the organisation, staff and clients with respect and dignity.
- If the project /activity is unavoidably postponed, we will give a minimum of 2-weeks notice; reschedule the volunteer activity as soon as possible; and pay for any materials or supplies that the community organisation has already purchased.

Community Organisation Lead:

Name:

Phone:

Email:

Signature:

Date:

Company Team Lead:

Name:

Phone:

Email:

Signature:

Date:



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