



*Volunteers Serving South and Central Orlando
Unity-Beauty-Quality of Life
www.improvecommunity.org*

Volunteer Position Acceptance and Agreement

If you are in receipt of this agreement, it means that you have been offered a volunteer position within the Community Improvement Initiative. Congratulations. We look forward to working with you and helping you achieve your personal goals and the goals of CII at the same time.

In accepting this position, you agree to the following items:

1. I understand this assignment may well be a lot of work.
2. I will give the amount of time to which I have agreed in this process.
3. I will plan my personal time so that I can attend all meetings unless there is a significant and valid emergency.
4. I agree that I will not take on discretionary commitments that will interfere with my ability to perform well on this project.
5. I also understand and agree that letters of recommendation (if desired) depend on completing the project successfully.
6. I agree to respond to text, email, and phone communications with about 24 hours, faster if necessary.
7. I agree to take any training CII may consider necessary for the position (most training will be short and highly efficient, often online).
8. I agree to follow CII processes, including those related to project management and project execution, as well as active use of any online tools my team (if any) uses to collaborate and communicate.
9. I will strive to support the goals of the Community Improvement Initiative. CII will also assist me in achieving my personal goals through this volunteering experience.

Please respond to the email with which this agreement was sent, indicating you have read this agreement and accept the position.