



Contract for Volunteer Activity in the “Volunteers in Hospitals” Program

HESTIA , civic association

Seating Na Poříčí 12, 115 30 Praha 1

Represented by DC FN Motol, volunteers coordinators:

(Hereafter as “HESTIA, c.a “)

And

First name and surname:

Passport number:

Address and phone number:

Contact address and phone number:

(Hereafter as “volunteer“)

Article I

Definition of the “Volunteers in Hospitals” Program

- 1) The project mission of the volunteer is contribution to the improvement of psychosocial conditions of patients in hospitals. Volunteers can ease the patients’ hospitalization by organizing various types of activities.
- 2) The Program takes place in the FN Motol, is accredited by the Home Office of the Czech Republic and the external partner is the HESTIA, civic association.

Article II

HESTIA – NVC pledges via a commissioned coordinator:

- 1) to provide the volunteer with optimal conditions for his/her activities
- 2) to acquaint the volunteer with his/her rights and obligations that result from exercise of voluntary activities
- 3) to intermediate a contact between the volunteer and a competent station and its contact person
- 4) to provide the volunteer with the requisite training, regular supervisions and possibility of individual consultations
- 5) to provide the volunteer with relevant labelling (label and unified clothing)
- 6) to provide the volunteer all necessary tools and equipment for his/her volunteer activity

Article III

Regulations regarding the volunteer:

- 1) The volunteer pledges to attend the introductory training and then participate on the volunteer activity with the average of 2–3 hours a week.
- 2) The scope of his/her activity the named above volunteer is.....
- 3) The volunteer is aware of the fact that he/she performs voluntary activities with no entitlement to financial reward and has no right to ask for lodging and board during his volunteer activity.
- 4) The volunteer has a right to ask for his expenses to be covered if they were spend in connection to his/her volunteer activity and if they were agreed to by the coordinator.
- 5) The volunteer is insured for the case of liability for damages and liability for patients and his/her personal injuries caused in relation to the performance of regular voluntary activities.

- 6) The volunteer agrees that his/her personal data, provided by him/her will be used particularly for registration and for statistical purposes, to arrange the volunteer's insurance and to inform the station chosen by the volunteer for his/her activity.
- 7) The volunteer agrees with the using his/her photographs from the volunteer activity as the presentation of the volunteer program.
- 8) The volunteer is obliged to attend supervision meetings in the agreed extent and form. E.g. at least once per six months for the regular activity. The volunteer has the possibility to ask for the individual supervision by the coordinator.
- 9) The volunteer is obliged to announce his/her absence from a supervision meeting if he/she is not able to attend. In this case the volunteer is obliged to set an alternative individual meeting with the coordinator.
- 10) The volunteer is aware of the reticence principles which are an unrepeatable part of this contract as Supplement 1.
- 11) The volunteer was acquainted with his/her rights and duties related to the performance of voluntary activities which he/she declared by signing Volunteer Reticence and Volunteer Codex.
- 12) The volunteer pledges to use proper labelling for volunteers (label and unified clothing) during the volunteer activity in FN Motol.
- 13) The volunteer takes into account that he/she may participate on all activities in FN Motol for other subjects than HESTIA, c.a. (for example commercial subjects, non-incremental organizations, religious communities, school activities) only with an agreement of a commissioned coordinator.
- 14) The volunteer has the possibility to store precious objects brought to FN Motol in special places assessed by the personnel of each ward. FN Motol is not responsible for damage on precious objects not stored in these assessed places.
- 15) The volunteer pledges to immediately inform about the change in his/her address or contact phones.
- 16) The volunteer takes into account that preliminary termination of volunteer activity for other than respectful reasons may result in the refund of aliquot expenses spent on his/her training.
- 17) The Volunteer center FN Motol represented by a commissioned coordinator reserves the possibility to terminate cooperation with a volunteer in case he/she does not meet some of the listed duties.

Article IV

Closing regulations:

- 1) This contract is based on the act of of law for volunteering attendance with the respect of the regulation in Civic law
- 2) This contract is issued in two copies; each contractor will receive one copy.
- 3) The contract is valid for a determined period of time until, with the option to extend the contract after a mutual agreement.
- 4) The validity of this contract is terminated either by time expiration or by a dismissal of one of the contract parties. The dismissal period is 14 days. The dismissal and agreement may be written or oral.

In Prague, Date

.....
coordinator's signature

.....
volunteer's signature

Supplement 1: Volunteer Reticence

Supplement 2: Volunteer Codex

Supplement 3: The registration card of the volunteer