



Housing Affairs Council

Sample Volunteer Compensation Contract

Volunteer compensation is a process regulated by the HAC Policy Manual, and the contract must abide by the regulations described, also summarised below:

- Using volunteer compensation should be largely avoided, as the HAC runs primarily on a volunteer basis based on good will. Both good-will volunteering as well as thank-you gifts need to be ruled out before volunteer compensation can be used.
- The volunteer compensation contract must fall within vrijwilligersvergoeding in Dutch Law.
- Volunteer compensation can be given to: HAC members, non-member UCR students or non-members that are part of a team.
- The maximum amount available for compensation per volunteer per contract is 50 euros.
- The maximum amount available for compensation per volunteer per book year is 75 euros.
- The maximum total amount available to be spent on volunteer compensation per book, across all volunteers and contracts, is 250 euros.
- For a contract to be legitimate, it needs to be signed by the contracting volunteer, the current Treasurer and Chair of the HAC Board and the Chair of the HAC Independent Body.
- Before a contract can be signed, it has to be reviewed by the HAC Independent Body.
- Compensation will not be based on an hourly rate, but a fixed amount for the overall work performed.



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The contracting volunteer, given below, pledges to fulfil the tasks and duties described in this document in best possible faith, in exchange for receiving the sum of _____ euros in appreciation, beyond reimbursement for purchased materials.

The contracting volunteer is aware of and understands the provisions below:

- Payment will only take place after the adequate and faithful completion of the described task.
- Failure to complete the task adequately or faithfully will result in no payment.

Contracting volunteer

Name:

Current address:

E-mail address:

Phone Number:

Detailed Task Description



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Justification for why volunteer compensation is needed

Chair of the HAC Board

Name:

Date:

Signature:

Chair of the HAC Independent Body

Name:

Date:

Signature:

Treasurer of the HAC Board

Name:

Date:

Signature:

Contracting Volunteer

Name:

Date:

Signature: