**Template Agreement on Messaging Etiquette for Volunteers**

In order to ensure that everyone gets the most out of [**Charity NAME**] group, please:

* Remember to be considerate and respectful to others
* Be polite and observe the same level of courtesy as you would do if you were speaking to someone face to face
* Refrain from commenting or sharing content (including videos or pictures) that could be interpreted as inappropriate, demeaning or inflammatory
* Only discuss volunteering related matters in the group – this is not a social group
* Do not share or discuss other volunteers or the charity information (this including names, issues / or organisational details)
* Do not share confidential information about the group
* Continue to use the group to inform your coordinator of issues that might affect you in your role – e.g., health issue, lateness
* Understand that the discussions will be moderated by the group admin and any inappropriate activity may lead to further investigation and potential removal from your volunteer role

If you have any queries or concerns about the group or its content please discuss this with [**Contact NAME**].

I agree to the telephone number outlined below being added to the [**Charity NAME**] group

Name of volunteer:

  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_