May 12, 2023

# VOLUNTEER ACCEPTANCE LETTER

Dear **Srivardhan Muthyala,**

Congratulations!

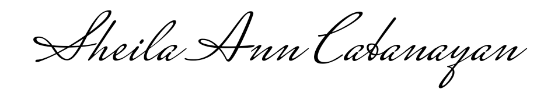
After careful consideration of your application to be the **Marketing Coordinator** with PM Guild, we are pleased to inform you that you have been selected. We believe you have the necessary qualities to meet the Guild’s needs.

As discussed during the application process, by accepting this volunteer position, you agree to commit your time to the endeavor of the guild for the entire duration of the Term 3 semester. We will be in touch with you very soon to discuss more details about the volunteer training and the work you will be fulfilling that we believe you will be compatible with.

If you have any questions, please feel free to contact us.

Welcome to Project Management Guild!

Sincerely,



**Sheila Ann Cabanayan**

President, Project Management Guild

Lambton College in Toronto

# VOLUNTEER AGREEMENT

Entered between

# Project Management Guild

(Hereinafter referred to as “the Organization”)

# And

**Srivardhan Muthyala (C0883540@mylambton.ca)**

Printed Name

(Hereinafter referred to as “the Volunteer”)

# Nature of Agreement

The position of Volunteer at the Organization is a volunteer position. This means that, **if you accept the role, you perform all duties on a voluntary basis and will not receive remuneration or payment for your work** - neither the Organization nor the Volunteer intends any employment or contractual relationship to be created, i.e., you are not an employee, independent contractor, or consultant at the Organization.

# What You Can Expect When Volunteering at the Organization

The Organization values its volunteers and will endeavor to provide you with the following:

* Description, either written or verbal, of your position so you understand your role and the tasks you are authorized to do,
* Orientation and all the training necessary for the volunteer position,
* A safe environment in which to perform your role,
* Respect for your privacy, including keeping your private information confidential, and
* A Portfolio Head where you can ask questions and get feedback.

# What the Organization Expects From its Volunteers

The Organization expects that all Volunteers will:

* Support the Organization’s goals and objectives and do everything in their power to promote and achieve them,
* Participate in all meetings, events, and training programs (via LinkedIn Learning),
* Only undertake duties you’re authorized to carry out and always operate under the direction and supervision of the Head, and obey reasonable directions and instructions,
* Understand and comply with the Organization’s policies and procedures,
* Behave appropriately and courteously to all members, students, and any other party or parties the Organization has relations with,
* Notify the organization, in due time, if you wish to change the nature of your contribution, and
* Be open and honest in all their dealings with the organization.

# Contact Person or Portfolio Head

Your Portfolio Head at the Organization will be **Amrit Panthi Sunar,** If you have any questions or require assistance regarding your role in the Organization, please get in touch with the Portfolio Head as soon as possible**.**

# Duration of Volunteer Agreement

The duration of this agreement is **four (4) months,** commencing on May 12, 2023 until August 19, 2023. Upon the expiry date of this agreement, the agreement between the Organization and the Volunteer will come to an end, and neither party intends for a contractual or employment relationship to be created.

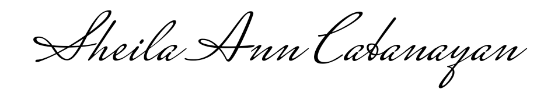
# Please sign to acknowledge that you have read this Volunteer Agreement and have had an opportunity to ask questions.

**Volunteer Name Srivardhan Muthyala,**

# Volunteer Signature

**Date**

**13 May,2023**



**Sheila Ann Cabanayan**

President, Project Management Guild

Lambton College in Toronto