\*For completion, please see notes at the end.

Date

Dear NAME OF VOLUNTEER,

Thank you for agreeing to provide voluntary services to [INSERT CHURCH/PCC NAME].

You are being asked to sign this assignment agreement because we think that your voluntary role with us may well require you to create work in which copyright subsists (“the Material”). Accordingly, we would be grateful if you would agree to the following:

You agree not to use the Material for any personal or commercial purpose (including posting or uploading the Material to social media sites), other than in accordance with our express instructions or consent.

**Intellectual Property**

You hereby assign to [INSERT CHURCH/PCC NAME] all existing and future intellectual property rights (including, without limitation, patents, copyright and related rights) and inventions arising from your voluntary role within [INSERT CHURCH/PCC NAME]. You agree promptly to execute all documents and do all acts as may, in the opinion of [INSERT CHURCH/PCC NAME], be necessary to give effect to this clause.

You hereby irrevocably waive all moral rights under the Copyright, Designs and Patents Act 1988 (and all similar rights in other jurisdictions) which you have or will have in any existing or future works.

**Leaving Us**

In addition to giving us as much notice as possible if you want to stop volunteering with us, you agree to transfer all versions and copies of the Material within your personal possession to [INSERT CHURCH/PCC NAME] prior to your departure.

Please acknowledge that you understand the contents of this letter by signing, dating and returning the enclosed copy.

Yours faithfully,

................................................................

On behalf of [INSERT CHURCH/PCC NAME]

I have read and understood the content of this agreement.

Signed .....................................................

[NAME OF VOLUNTEER]

Date ........................................................

\* **INSTRUCTIONS FOR COMPLETING THE VOLUNTEER ASSIGNMENT AGREEMENT [FOR INTERNAL USE ONLY]:**

1. This Volunteer Assignment Agreement is required **in addition to** the Volunteer Agreementif there is a chance (even if small) that your volunteer might create work in which copyright subsists (e.g. for volunteers doing any photography, artwork, filming, recording or other such similar, creative work);
2. All red font should be corrected with details specific to the volunteer arrangement concerned. Please ensure you remove the capitalisation and return the font to black;
3. Please **do** **not** make any amendments to this document without seeking advice from your insurers;
4. Please ensure a copy of each Volunteer Assignment Agreement is kept on file.