

Volunteerism Agreement

Date:

Dear (volunteer's name):

Thank you for volunteering your services to our department. The following is a summary of your duties and responsibilities:

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You will receive training on the duties you will be performing and feedback will be given to you on your performance. As a volunteer, there is no compensation for your services.

*Your work schedule will be: _____
Your supervisor is _____ and should be contacted for any questions concerning your service as a volunteer.*

Special requirements of serving as a volunteer in our department (such as specific skills the person must possess driver's license and insurable driving record, dress code, etc.) are:

Please review the attached Volunteer Information Sheet which is provided to summarize important policies that govern your volunteer service.

Sincerely,

*Name of Supervisor
Title*

I have read and understand the above information and I agree to the terms of the duties as a volunteer at College/System Office and agree to abide by the policies and procedures of the VCCS, _____ Community College and state and federal law.

Signature: _____ Date: _____

Signature of Parent or Guardian (If volunteer is under 18)

Sample Volunteer Information Sheet

Purpose

Thank you for volunteering within the Virginia Community College System (VCCS). You are an invaluable part of our community and your efforts help to ensure that we can meet the needs of our students and the Commonwealth. This fact is provided to give you important information about your volunteer service.

This information serves to remind you that volunteers are bound by policies, rules and regulations of the VCCS, the Commonwealth of Virginia and the federal government. This fact sheet summarizes appropriate polices that apply to volunteer service.

Code of Ethics: The VCCS Code of Ethics serves as a guide for the members of the VCCS community when ethical issues arise. It states in part that we are committed to learning environments that foster academic integrity, and a mutual respect and openness for the freedom of responsible thought, research, and discussion, that we will be good stewards of our resources and make effective and efficient use of them, we will maintain the confidentiality and security of information entrusted to us, and we will offer good faith and fair dealings to all those we serve and with each other.

Conflict of Interest: All VCCS employees and Volunteers should not accept any gift, favor, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties. Actions should avoid even the appearance of a conflict of interest.

Equal Opportunity Policy: It is the policy of the Virginia Community College System to provide equal employment and educational opportunities for all persons without regard to race, color, religion, national origin, political affiliation, veteran status, gender, age, or sexual orientation and for all otherwise qualified persons with disabilities.

Sexual Harassment and Nondiscrimination: The VCCS does not condone any behaviors that create a hostile work or learning environment. Employees and volunteers faced with sexual harassment or other discriminatory action should bring the situation to the immediate attention of the college/System Office Equal Opportunity Officer.

Chancellor's Safety Statement: Employees and volunteers are responsible for adhering to practices which meet or exceed applicable federal, state, and local standards for health and safety and should make every effort to maintain a safe and health working environment. Also, if there are any chemicals being used in the environment where work, please ask your supervisor for training and information on the chemicals before beginning your work.

Vehicles: If you must operate a vehicle as part of your assigned responsibility, you must have a valid driver's license or Commercial Driver's License, as appropriate. The loss of a driver's license should be reported to our supervisor immediately.

Information Technology: Volunteers given access to information technology resources in order to perform the duties of their assignment should receive orientation and training on information technology policies and procedures.

Miscellaneous:

- **Liability Coverage:** The VCCS liability coverage provides protection for negligent acts or claims of negligent acts for any employee or representative (volunteer) of the College/System Office, as long as the individuals were acting in an official capacity and within the scope of their duties.
- **Medical Insurance:** All medical concerns, including healthcare insurance, are the responsibility of the volunteer even if the injury occurs during the volunteered hours. Worker's Compensation Insurance does not provide medical coverage for volunteers.
- **Legal Services:** System Counsel does not provide legal services if criminal charges are lodged against an employee or volunteer.

Professional Conduct: Volunteers are expected to perform assigned duties and responsibilities with the highest degree of public trust, work cooperatively with others to achieve work unit and college goals and objectives and utilize Commonwealth equipment, time, and resources judiciously and as authorized.

Questions about these policies should be addressed to your supervisor or the Human Resources Department. A complete listing of these policies can be found on the College's website or in the Employee Handbook.

Volunteer Acknowledgement of Receipt:

Name