

Volunteer Agreement

Dear (volunteer's name):

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

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You will receive training on this assignment and feedback may be given to you on your performance. As a volunteer there is no compensation for your services.

Your work schedule will be from: _____ (times)
from _____ to _____. (day/month/year)

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 as follows:

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Please contact me with any questions concerning your service as a volunteer.

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

Sincerely,

Name of Volunteer Supervisor _____

Title of Volunteer Supervisor _____

Signature of Volunteer Supervisor _____ Date _____

This section must be completed by the Volunteer Supervisor:

I certify that I will be the Volunteer Supervisor of this volunteer.

I certify that the volunteer assignment described above is not displacing work that is presently being performed by NOVA employees.

This section to be completed by the volunteer or their parent/guardian:

I have read and understand the above information and I agree to the terms of this volunteer assignment, and I intend to provide my services solely as a volunteer. I agree to abide by the policies and procedures of HR, VCCS, NOVA, and state and federal law listed on the Volunteer Information Sheet.

Signature of Volunteer _____ Date _____

Email Address _____ Phone # _____

Name & Signature of Parent/Guardian (if volunteer is under 18) Date _____

This section to be completed by Human Resources:

Signature: _____ Date _____

Volunteer Information Sheet

Thank you for volunteering with Northern Virginia Community College (NVCC). You are a valuable part of our community and your efforts help to ensure that we can meet the needs of our students. Volunteers are expected to perform assigned duties and responsibilities in a professional manner, work cooperatively with others, and utilize Commonwealth equipment, time, and resources as authorized.

This fact sheet summarizes some of the policies that apply to volunteer service.

Alcohol and Other Drugs: Volunteers may not use or possess alcohol or other drugs on NOVA property or at NOVA-sponsored functions.

Civility: Workplace harassment (including sexual harassment), bullying (including cyber-bullying), and workplace violence of any kind are prohibited in state government agencies.

Conflict of Interest: Volunteers shall not accept any gift, favor, loan, service, business or professional opportunity from anyone knowing that it is offered in order to improperly influence the performance of our public duties. Actions shall avoid even the appearance of a conflict of interest.

Equal Opportunity: It is the policy of NOVA 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.

Inappropriate Contact with Minors: By signing the Volunteer Agreement, Volunteers certify that they have never engaged in or been criminally convicted of any inappropriate conduct with minors, sexual misconduct, or child abuse.

Information Technology: Volunteers given access to information technology resources in order to perform the duties of their assignment shall receive orientation and training on information technology policies and practices, and are required to complete the mandatory security awareness training.

Liability Coverage: NOVA's liability coverage provides protection for negligent acts or claims of negligent acts for any employee or representative of the College, as long as the individuals were acting in an official capacity and within the scope of their duties. If a negligence claim were made, the college would have to substantiate that the Volunteer was acting as its agent. College and VCCS attorneys do not provide legal services if criminal charges are lodged against a Volunteer.

Sexual Harassment and Discrimination: NOVA does not tolerate sexual misconduct in any form. Volunteers faced with sexual harassment or other discriminatory action shall bring the situation to the immediate attention of the College Equal Opportunity Officer. Volunteers are expected to comply with the Sexual Misconduct Policy.

Vehicles: If a Volunteer will be operating a vehicle as part of his/her duties, a valid driver's license is required, and a driving record check should be conducted.

Workers' Compensation: Worker's Compensation Insurance does not provide medical coverage for Volunteer even if the injury occurs during the volunteered hours. All medical concerns, including healthcare insurance, are the responsibility of the Volunteer.

Questions about this information may be addressed to your supervisor or the Human Resources Department.