

U.S. DEPARTMENT OF COMMERCE

Student Volunteer Service Agreement

The Civil Service Reform Act of 1978 authorizes Federal departments and agencies to accept volunteer service from certain students. The Department of Commerce requires that terms of the volunteer service be agreed upon in writing by appropriate officials of the participating operating unit of the Department and the participating educational institution and by the student.

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This agreement is between the _____, hereinafter called the agency, and the _____, hereinafter called the school.

Name of student volunteer: _____

Expected period of volunteer service: from _____ to _____

Terms of the agreement:

1. The student is enrolled at least half time at an accredited school, is recommended by the school, and is acceptable to the agency.
2. The student is nominated and selected without regard to considerations of race, color, national origin, religion, sex, marital status, handicapping condition, or any other non merit factor.
3. The student's service is to be uncompensated and will not be used to displace any employee or to staff a position which is a normal part of the agency's work force.
4. The school will notify the **agency contact (the mentor)** _____ if the student terminates his/he enrollment at the school during the period of volunteer service or if the student will have more than five months between school years.
5. The student's work assignment shall be in the public interest, and to the maximum extent possible, shall provide an appropriate educational experience for the student.
6. The student is not considered to be a Federal employee for any purposes other than injury compensation and laws related to the Tort Claims Act.
7. The student does not earn annual or sick leave and is not entitled to retirement, health benefits, travel compensation, subsistence allowance, quarters, and any other reimbursement or payment in kind.
8. **Nature of the volunteer assignment:** (briefly describe the work assignment, supervision to be provided, how attendance and performance records will be maintained, the requirement for the student to observe appropriate standards of conduct, etc. **This should be listed on the SF52 in part D)**
9. The agency will establish a file for the student which will include documentation of the work assignment.

10. The agency will provide evaluations or reports of the student's performance to the school as requested, subject to regulations governing (a) the protection of privacy in personnel records, and (b) the availability and disclosure of official information.

11. The school or the agency may terminate the agreement prior to the planned ending date of the volunteer assignment upon written notice to the other party.

Signature of Agency Official (e.g. on site Director)

Date

Title

Name of Operating Unit

Signature of School Official

Date

Title

Name of School

As a student volunteer, I agree that:

- I waive any and all claims for compensation from the Government of the United States for any service performed;
- I accept accountability for loss or damage to Government property caused by my negligence or willful action;
- My activities on the premises will at all times conform to the standards of conduct of the appointing office in which I shall work.

Signature of Student Volunteer

Date