

East Georgia State College Volunteer Agreement Form for Employees

Adopted by President's Cabinet 9/26/16

Thank you for agreeing to volunteer your services with East Georgia State College. Please affirm your acceptance of the terms of this agreement, stated below, with your signature.

- 1.) I agree to serve as a volunteer with East Georgia State College in the _____ (insert name of Department or Unit).

- 2.) I agree that my participation in the activities outlined in the attached *Request for Volunteer Services* (which is part of this agreement) is not in exchange for any consideration (e.g., pay, benefits, or promise of future employment). I acknowledge that, in exchange for my service as a volunteer, I have neither been promised any consideration nor do I expect to receive any consideration.

- 3.) I understand that volunteer services must not interfere with my duties as an employee of East Georgia State College.

- 4.) Any time missed from my normal working hours must be pre-approved by my supervisor and annual leave must be submitted.

I agree that, when acting as a volunteer, I will not be an East Georgia State College employee. I understand and agree that East Georgia State College will not provide me with accident or medical insurance, and is therefore not responsible for any accident or medical expenses that I incur in the course of volunteering. I also understand that I am not covered by workers' compensation laws in connection with my volunteer affiliation.

I understand that my participation as a volunteer may involve certain risks which have been explained to me, including but not limited to:

➤ I voluntarily accept these risks. I release and hold harmless the Board of Regents of the University System of Georgia, East Georgia State College, their members, employees, agents and authorized representatives, from all losses, damages, costs, and expenses, claims, demands, rights and causes of action resulting from any personal injury, death, or damage to property arising out of my volunteer activities.

➤ I agree to abide by all applicable rules and regulations of East Georgia State College and any of the department or units where I engage volunteer activities. I also agree not to disclose any confidential information concerning students and other confidential information of which I may learn in the course of my volunteer service. I acknowledge and agree that any intellectual property I may create in the course of my activities at East Georgia State College shall be the property of East Georgia State College.

I also understand, my volunteer status is contingent upon a background investigation including a criminal background check and may also include a credit history check demonstrating my eligibility for volunteer status with East Georgia State College.

➤ Disclosure of Criminal Convictions – failure to disclose any prior criminal convictions will result in removal of consideration for Volunteer Services. Please notify the Director of Human Resources of any prior criminal convictions prior to giving consent to perform a criminal background check.

Volunteer's Signature

Date

Volunteer's Department/Unit Managers Signature

Date

For Human Resources Use Only

Background Results Received YES NO

Credit Report Received YES NO N/A

Personal Data/Emergency Contacts Information Received YES NO

Chief Human Resources Officer Signature