



SOUTHWESTERN OREGON COMMUNITY COLLEGE VOLUNTEER AGREEMENT FORM

A volunteer is an individual who performs hours of service for a public agency for civic, charitable or humanitarian reasons without promise, expectation or receipt of compensation for services rendered. Volunteers at Southwestern must always work under the direct supervision of Southwestern staff.

Name of Volunteer: _____

Volunteer Phone #: _____

Department Volunteering In:

Name of Southwestern Employee who will be supervising volunteer:

Summary of services performed: _____

Is the volunteer receiving any compensation such as tuition waivers, Student Housing room, etc.? Yes No

A volunteer needs to be doing some of the duties normally performed by a paid employee.

THE FOLLOWING INFORMATION IS NEEDED FOR INSURANCE COVERAGE PURPOSES:

START DATE: _____ END DATE: _____

TIME OF VOLUNTEER SERVICE: (ESTIMATE IF NECESSARY)

HOURS PER DAY _____ OR PER WEEK _____

DAYS PER WEEK _____ NUMBER OF WEEKS _____

TYPICAL WORK SCHEDULE: (i.e., M-F 8-12) _____

Please note, all volunteers must submit a monthly time sheet to Human Resources recording their hours of voluntary service .

SIGNATURES:

VALUE OF SERVICE (NOT LESS THAN MINIMUM WAGE): \$ _____ PER HOUR

Volunteer _____ Date _____

SWOCC Supervisor _____ Date _____

Dir. of Human Resources _____ Date _____

