



# 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 .**

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**SIGNATURES:**

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

Volunteer \_\_\_\_\_ Date \_\_\_\_\_

SWOCC Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Dir. of Human Resources \_\_\_\_\_ Date \_\_\_\_\_



TIME SHEETS WILL BE ACCEPTED FROM THE SUPERVISOR ONLY; NOT FROM THE EMPLOYEE.

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