

Mercer University

DOCUMENT INFORMATION AND INSTRUCTIONS VOLUNTEER AGREEMENT FORM

GENERAL GUIDELINES FOR ESTABLISHING VOLUNTEER RELATIONSHIPS

The talent and services of volunteers are important to the University in accomplishing its mission of research, education and outreach. Although volunteers are not employees of the University, like with employees, it is important to establish standards and guidelines for volunteer services so that both the volunteer and the University understand the parameters of the volunteer relationship up front. To assist University departments in establishing volunteer relationships, the Office of the General Counsel has developed the following checklist:

1. University department should use the Volunteer agreement form due to the nature of the volunteer activities. If you have any questions about establishing volunteer relationships, please consult the Office of General Counsel. This information is intended as general guidelines.
2. At the beginning of the volunteer relationship, an appropriate departmental administrator should complete the Volunteer Agreement form. The volunteer agreements should specifically include:
 - a. The name of the Volunteer and the name of the University Department
 - b. A schedule of the days of the week and times it is anticipated that the volunteer will be performing services for the University or a listing of the hours per week the volunteer will be serving.
 - c. The name(s) of Faculty or staff who will oversee the volunteer's service and
 - d. A listing of specific services the volunteer will be performing for the University.
3. After the specific information is added to the Volunteer Agreement form, it should be signed by the volunteer and the Department Chair. A copy of the fully executed Volunteer Agreement form should be given to the volunteer and the original should be kept in a departmental file. Provide a signed copy to Human Resources.
4. At the time of signing the Volunteer Agreement form, the volunteer acknowledges he/she has the responsibility to read and be familiar with Mercer's "Equal Opportunity and Affirmative Action of Mercer University" policy, which details the University's equal opportunity policies at this website:
<http://hr.mercer.edu/policies/upload/EqualOpportunity-AffirmativeActionPolicy.pdf>.
5. If the volunteer is not a citizen or permanent resident of the United States, the Volunteer must provide documentation of visa status. Individuals on temporary visas may not serve as volunteers in positions where other receive compensation to perform the same services. Individuals with a pending H-1B visa application to work at Mercer University CANNOT SERVE AS VOLUNTEERS.

Initial/Date

Mercer University

STUDY ABROAD VOLUNTEER AGREEMENT FORM

Thank you for agreeing to volunteer your services to the Mercer University study abroad program described below and in attached documents. Please affirm your acceptance of the terms of this agreement, stated below, with your signature.

1. I agree to serve as a volunteer with Mercer University and the _____ (department) of the _____ (college/school) in _____ (study abroad destination).
2. I agree that my participation in the activities outlined in the attached **Description of Volunteer Duties** (which is part of this agreement) is not in exchange for any consideration (e.g., pay, benefits, the 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 I will not be enrolled as a student at Mercer University, and that no academic credit will be granted by Mercer University.
4. I agree that, as a volunteer, I will not be a Mercer University employee. I understand and agree that Mercer University and I both have the right to end my volunteer relationship with Mercer University at any time, for any reason, and without advance notice.
 - I understand that as a volunteer, I will not be entitled to any employee benefits. I understand that Mercer University 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 **(Describe risks in attached Description of Volunteer Duties)**

I voluntarily accept these risks (attached). I release and hold harmless Mercer University, Mercer University, 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 Mercer University and any of the department or units where I engage in volunteer activities. I also agree not to disclose any confidential information concerning patients, research subjects, unpublished research data, 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 Mercer University shall be the property of Mercer University.

Volunteer's Signature _____ Date _____

Volunteer's Printed Name _____ Phone _____

Supervisor's Signature _____ Date _____

Supervisor's Printed Name _____ Phone _____

If Applicable:

Dept. Chair's Signature _____ Date _____

Dept. Chair's Printed Name _____ Phone _____

SUBMIT A SIGNED COPY OF COMPLETED FORM TO HUMAN RESOURCES DEPARTMENT

It is important that all parties have an understanding of the expectations of the volunteer/co-chaperone. Please provide a detailed list of duties expected to be performed by the volunteer/co-chaperone during the study abroad program in question. A few standard responsibilities are provided.

Duties to be performed by _____(name) during the program to _____(location) include, but are not limited to the following:

1. Assist students with the logistics of travel
2. Relay, reinforce, and promote guidelines and protocols for behavior and activity as set forth by the program leader
3. Supervise students during specified activities
4. Assume program leader responsibilities should the leader be unable to continue
5. Follow Mercer Abroad guidelines for crisis management

In the space provided below, please list all of the volunteer/co-chaperone's experience or credentials that qualify this person to assume the responsibilities outlined above.

Qualifying experience or credentials of the volunteer/co-chaperone:

In the space below, describe any risks the volunteer will be assuming by taking on the responsibilities outlined above.

1. Risks associated with traveling to the destination in question and reported on the U.S. Department of State travel.state.gov website
- 2.