Student/ Volunteer Site Contract

Student/Volunteer Responsibilities

* The student volunteer is to be present and on time each appointed day.
* The student volunteer will be prompt in carrying out duties and will keep the volunteer service supervisor informed of any problems that may develop in his/her volunteer service.
* The student volunteer understands that his/her volunteer service supervisor will evaluate his/her from time to time and discuss progress.
* The student will respect personal ethics and will at no time give out confidential information pertaining to the volunteer site.
* The undersigned will comply with the agreement according to the conditions set forth.

Volunteer Site Responsibilities

* Work expected of the volunteer will focus on the needs of the volunteer site.
* The Office of Community Service Learning will be kept informed of all problems directly related to the student and volunteer site.
* The Office of Community Service Learning will be kept informed of all problems directly related to the student’s performance and attitude

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Either party may terminate this agreement for just cause. The Office of Community Service Learning will be consulted before final action takes place.

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**Signature of Student volunteer Date**

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**Signature of Community Supervisor Date**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency/ Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date of Service | Hours(ex 1:00pm- 3:00pm) | Total number of hours | Volunteer Work Site | Signature of Verifier |
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