

**Directions: To be completed by Supervisor of Volunteer. Save; then forward to Volunteer. All fields are required. Volunteer & Supervisor must Read and Sign.**

The purpose of this Agreement is to provide university Volunteers and Volunteer Supervisor(s) with a clear understanding of the purpose and scope of volunteer activities at Wittenberg University. To formalize volunteer arrangements, volunteers will be provided with access to the Employee Manual which contains policies applicable to all university members. Volunteer signature on this form indicates they have read and understand these policies.

**IMPORTANT NOTE:** Prior to any volunteer engagement, Human Resources will determine whether a background check must be run and satisfactory results received. Providing the Volunteer's email address and mobile phone number below initiates the process with Wittenberg's background check vendor, OPENonline. OPENonline will send the Volunteer a personalized email and/or SMS text message with instructions on how to provide their information. In the instance of a break in volunteer service of more than one year, satisfactory results of a new background check will be required.

Wittenberg Human Resources will determine the Volunteer's "level" which is dependent on the Volunteer's duties as indicated by the Volunteer's Supervisor. Volunteers may be required to complete one or more training courses prior to beginning their assignment. Additional courses may be required by Human Resources throughout the duration of the Volunteer's assignment. By submitting this form, the Volunteer agrees to complete all training assigned, and the Volunteer Supervisor agrees to assist with training compliance.

Volunteers agree to conduct themselves at the university in a manner consistent with the values and mission of the university and are subject to the university's standards of conduct and policies including but not limited to: those on safety and security, anti-hazing, Title IX, drug and alcohol abuse, confidentiality, a smoke free campus, nondiscrimination, consensual relationships, and equal opportunity, etc. These policies are available for review in the university's [Employee Manual](#) and by submitting this form, the Volunteer acknowledges receipt of and agreement to these policies. If applicable, all members of the Athletic Department, including volunteers, must also comply with the department's policies and all National Collegiate Athletic Association (NCAA) and North Coast Athletic Conference (NCAC) regulations. Questions regarding any content of the Anti-Hazing Policy should be directed to the Volunteer's Supervisor and/or Human Resources.

Volunteer service must be renewed each academic year when a Volunteer returns; this will be indicated by Human Resources using documentation provided by the Volunteer Supervisor. The start and end dates should be within the same academic year. Volunteers are free to discontinue their volunteer activities at any time. In turn, the university reserves the right to terminate volunteer relationships at any time with or without cause and at its sole discretion. Volunteers do not have an employment relationship with the university and will not receive compensation for volunteer work, nor are they eligible for benefits including but not limited to disability or workers' compensation insurance, health insurance, or unemployment insurance. Volunteers must possess their own health and property insurance.

Volunteers are not authorized to act on behalf of the university in business matters, including but not limited to: purchasing property, signing contracts, leases or other agreements, hiring or supervising employees or otherwise attempting to bind the university to any agreement. Volunteers do not have authority to speak publicly on behalf of the university.

The Volunteer's signature is an acknowledgement that they have read this Agreement, understand the terms it contains, and that agree to abide by them as a condition of their volunteer service to the university.

## TO BE COMPLETED BY VOLUNTEER:

Volunteer Name: \_\_\_\_\_ Volunteer Cell #: \_\_\_\_\_

Volunteer Email Address: \_\_\_\_\_

Volunteer Mailing Address: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TO BE COMPLETED BY SUPERVISOR:

Will this position work with students in any capacity? YES NO

Please list specific duties this volunteer may complete:

Will this volunteer need a Wittenberg email account? YES\* NO  
If yes, please describe why:

\*All volunteers with a Wittenberg account must complete CyberSecurity training along with any other training deemed necessary.

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Supervisor's Department: \_\_\_\_\_

Volunteer Start Date: \_\_\_\_\_ Volunteer End Date^: \_\_\_\_\_

*^Must be within same academic year*

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### HUMAN RESOURCES USE ONLY

Date Background Check Completed: \_\_\_\_\_ Volunteer Level (1, 2 or 3): \_\_\_\_\_

Trainings Assigned to Volunteer:

Title IX Date completed: \_\_\_\_\_ Anti-Hazing Date completed: \_\_\_\_\_

FERPA Date completed: \_\_\_\_\_ CyberSecurity Date completed: \_\_\_\_\_

Other (specify): \_\_\_\_\_ Date(s) completed: \_\_\_\_\_

Account Creation Date (if applicable): \_\_\_\_\_

Human Resources Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Renewal Notes – supporting documentation must be attached: