

Wittenberg University - Volunteer Agreement Rev. 10/26/20

To be completed by Supervisor of Volunteer. Save; then forward to Volunteer. All fields are required.

Supervisor Name

Supervisor's Title

Beginning Date of Assignment

Ending Date of Assignment

Supervisor's Email Address Serves as Signature

Date

Volunteer must Read and Sign

The purpose of this Agreement is to provide you, the "Volunteer" with a clear understanding of the purpose and scope of your activities at Wittenberg University. To formalize volunteer arrangements, our current legal climate prompts us to provide you with information about some important university policies which are applicable to volunteers, and to obtain your agreement to abide by these policies.

IMPORTANT NOTE: Prior to any volunteer engagement a background check must be run and satisfactory results received. Providing your email address and mobile phone number below initiates the process with our background check vendor, *OPENonline*. *OPENonline* will send you a personalized email and/or SMS text message with instructions on how to provide your information.

As a volunteer, you agree to conduct yourself 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 those on safety and security, sexual harassment and sexual misconduct, drug and alcohol abuse, confidentiality, a smoke free campus, nondiscrimination, and equal opportunity. These policies are available for review in the university's [Staff Manual](#). 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.

A volunteer form must be renewed/completed each academic year when a volunteer returns. The start and end dates should be within the same academic year. As a volunteer, you are free to discontinue your volunteer activities at any time. In turn, the university reserves the right to terminate volunteer relationships at any time without cause and at its sole discretion. You do not have an employment relationship with the university and will not receive compensation for your volunteer work nor will you be eligible for benefits including but not limited to disability or workers' compensation insurance, health insurance, or unemployment insurance. You must possess your own health and property insurance.

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

Your signature is an acknowledgement that you have read this Agreement, understand the terms it contains, and that you agree to abide by them as a condition of your volunteer service to the university.

Volunteer Name

Mobile Phone Number

Full Address

Email Address

Volunteer Signature (please print & sign)

Date

HR USE ONLY

Date Background Check Completed

Human Resources Approval

A copy of the agreement will remain on file in the Human Resources Department.