

VOLUNTEER AGREEMENT

The University of Alaska is pleased that you have offered to volunteer your services to the _____ (department). The purpose of this Agreement is to provide you with information about some important University policies which are applicable to volunteers. By signing this Agreement you agree to abide by these policies.

1. A volunteer provides services without compensation for those services. As a volunteer, you do not have an employment relationship with the University. You receive no wages, salary or other compensation for services. **Optional (requires prior HR approval):** The only payment you will receive is [the nominal fee of \$_____] [reimbursement for _____ expenses not to exceed \$_____] [the following benefits: _____]. You are not eligible for any University employment benefits, including but not limited to vacation, sick leave, retirement, tuition benefits, disability insurance, health insurance or unemployment insurance.

Your volunteer service is appreciated, but it does not give you priority for University employment and you should have no expectation of future employment. If you apply for employment, you will not be compensated for any services that you provide before the date you receive a written appointment letter.

2. As a volunteer, you agree to comply with any ethical codes or similar standards of conduct applicable to the division of the University in which you provide volunteer services. For example, volunteers in the Department of Athletics are subject to applicable NCAA rules. Volunteers in some areas are subject to background checks. Volunteers may not transport groups, students, minors, or non-UA affiliated persons on UA business or UA sponsored events and activities, except with prior approval of Risk Management.

3. Everyone in the University community, including volunteers, is subject to University policies on safety and security; sexual harassment; drug and alcohol abuse; non-discrimination and equal opportunity, etc. Volunteers should also familiarize themselves with other policies of the department in which they volunteer, such as policies on confidentiality of records, intellectual property, conflict of interest, etc.

4. You are under no obligation to provide any services to the University and are free to discontinue your volunteer activities at any time. The University may terminate any volunteer relationship at any time without cause or prior notice and at its sole discretion.

5. If your volunteer position requires that you be given keys or other University property, you agree that you will return such property upon request.

6. As a volunteer, you are not authorized to act in any way 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.

7. You must be a US citizen or otherwise eligible to work in the US unless you are performing a service that no one is paid to do.

By signing this agreement, I acknowledge that I have read this Agreement, understand the terms it contains, and agree to abide by them as a condition of my volunteer service at the University.

I swear or affirm that I HAVE NOT been convicted of any felony/military court marshal or a misdemeanor/ Article15 military non-judicial punishment involving theft, drugs, alcohol, or physical or sexual abuse.

Signature of Volunteer

Signature of Dean/Director

Name (please type or print)

Date

Address _____

Phone _____