

Treasure Valley Community College

Code: **IICC**
Adopted: 10/14/03
Readopted: 10/14/09
Orig. Code(s): AR 400-5

Volunteer Services Agreement

Any person wishing to perform duties on a volunteer basis for the College must sign a Volunteer Services Agreement before he/she begins a volunteer assignment. A volunteer signing a Volunteer Services Agreement will be covered under the College's workers compensation insurance.

The Volunteer Services Agreement shall include:

1. Volunteer name and social security number;
2. Dates of services;
3. Signatures of volunteer and supervisory official.

The Volunteer Services Agreement shall be accompanied by a Schedule of Duties and all volunteers will document their volunteer hours by filling out and submitting monthly timesheets to the Business Office. The Volunteer Service Agreement and accompanying documentation is available in the Business Office.

END OF POLICY

Legal Reference(s):

[ORS 341.290](#)