



U.S. DEPARTMENT OF EDUCATION
OFFICE OF FINANCE AND OPERATIONS

STUDENT VOLUNTEER SERVICE AGREEMENT

SECTION I - VOLUNTEER SERVICE DATA

First Name: Last Name: Academic Discipline, If Applicable: Seeking Academic Credit for Volunteer Service?
Yes No

Educational Institution: Academic Level: Highest Degree Obtained:

Location of Volunteer Service: Proposed Length of Volunteer Service: Proposed Tour of Duty:
City: State: Years Months Start Time End Time

SECTION II - EDUCATIONAL INSTITUTION AGREEMENT

I certify that _____ is a student enrolled at _____
(name of student) (educational institution)

not less than half time (as defined by this institution). The student _____ be given academic credit for this volunteer service.

If the student will receive academic credit for this volunteer service, I understand that the U.S. Department of Education will provide to this institution that student's attendance record and written performance evaluation when the volunteer service is completed.

Printed Name of Approving Official: Educational Institution: _____

Signature of Approving Official: Title: Date: _____

SECTION III - STUDENT VOLUNTEER AGREEMENT

I understand that:

1. I will not receive pay or other compensation for services rendered.
2. I am not considered a Federal employee for any purpose other than for purposes of 5 U.S.C. § 81(relating to compensation for work injuries) and 28 U.S.C. § 2671-2680 (relating to tort claims);
3. I will conduct myself with honesty and integrity in the performance of my duties;
4. I will not disclose confidential or non-public departmental information outside of ED. I will only reveal such information to other individuals within ED and on a need-to-know basis;
5. I agree that the agreement may be terminated at any time by myself, my educational institution, or the U.S. Department of Education; and
6. I may request from my supervisor a copy of my attendance records and written performance evaluation when my volunteer service is complete.

I have read the attached statement of duties and agree to perform the duties prescribed in that statement.

Printed Name of Student: Signature of Student: Date: _____



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SECTION IV - SUPERVISOR AGREEMENT

For Student Volunteers that receive academic credit for performing volunteer services, supervision will include providing the Student Volunteer's attendance record and written performance evaluation to his/her educational institution. However, Student Volunteers that will not receive academic credit may also request such documentation for their own purposes at the end of the volunteer service.

I certify that the volunteer services to be performed by the student, as outlined in this Student Volunteer Service Agreement, will not displace any U.S. Department of Education employee.

Printed Name of Supervisor:

Signature of Supervisor:

Date:

SECTION V - U.S. DEPARTMENT OF EDUCATION AGREEMENT

The U.S. Department of Education agrees to accept the volunteer service described in Section I.

Printed Name of Approving Official:

Signature of Approving Official:

Date:

Printed Name of Student Volunteer Coordinator:

Signature of Student Volunteer Coordinator:

Date:
