

Exhibit A – Sample Student Volunteer Service Program Agreement

An agreement with the Educational Institution must be signed before the student begins volunteer assignment.

Department of Health and Human Services and *Educational Institution* Student Volunteer Service Program Agreement

This agreement is entered into between _____ hereinafter known as the “Institution” and the (OPDIV/STAFFDIV), hereinafter known as the “Organization” for the purpose of providing volunteer work experience to the student under the Student Volunteer Service Program (SVSP).

- A.** In compliance with the provisions of 5 U.S.C. 3111:
 - volunteer service is with the permission of the Institution in which the student is enrolled.
 - service under this agreement is without compensation by the Organization.
 - students will not be used to displace a federal employee.
 - students must be enrolled not less than half-time at the Institution.
- B.** This agreement in no way commits the Organization to offer a permanent position to the student at the end of the volunteer service.
- C.** During the term of volunteer service, the student will:
 - determine a work schedule with his/her direct supervisor. The schedule must not interfere with the student’s academic work.
 - notify his/her supervisor when he/she is unable to attend.
 - perform duties in a satisfactory manner and complete all work products assigned.
 - complete attendance and performance records and provide them to his/her program supervisor at the completion of his/her assignment (as reasonably required in order for the experience to be properly credited).
- D.** Students are not considered federal employees for any purpose other than compensation for injuries sustained during the performance of volunteer service, transportation subsidies, and Federal Tort Claims provisions of 28 USC 2671 through 2680.
- E.** The Organization will:
 - appoint an official to serve as a liaison with the school on matters related to SVSP.
 - ensure that the volunteer student receives specific on-the-job training in the field of their formal curriculum designed for the best development of knowledge and skills.
 - maintain records on student performance and other administrative matters and make available to the Institution upon request.
 - notify the school when the volunteer assignment ends.
- F.** A federal supervisor will be appointed during the term of the volunteer assignment and will serve as the student’s direct point of contact for all matters related directly to the student’s assignment.
- G.** The Organization agrees that no student will be denied an opportunity or subjected to different treatment under this agreement on the grounds of race, religion, color, sex, national origin, reprisal, age (40 years of age or older), disability, gender identity, genetic information, sexual orientation, or parental status, and that it will comply with the provisions of the Civil Rights Act of 1964 (P.L. 88-352; 78 Stat. 252), Department of Education regulations, and Title IX of the Education Amendments of 1972 (P.L. 92-318).
- H.** Volunteer service agreements may be terminated in writing, at any time, by the Organization or Institution.
- I.** Volunteer students may be removed from the program at any time.

Name of Educational Institution	OPDIV/STAFFDIV
Printed Name/Title of Educational Institution Representative	Printed Name of Agency Representative
Email and Telephone Number	Email and Telephone Number
Signature of Educational Institution Representative	Signature of Agency Representative