Paul D. Camp Community College Volunteerism Agreement
PDCCC Policy 372(Attachment A)

Date:

Dear (volunteer’s name):

Thank you for volunteering your services to our department. The following is a summary of your duties and responsibilities:

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You will receive training on the duties you will be performing and feedback will be given to you on your performance. As a volunteer, there is no compensation for your services.

Your work schedule will be: __________________________________________________________

Your supervisor is _________________________________ and should be contacted for any questions concerning your service as a volunteer.

Special requirements of serving as a volunteer in our department (such as specific skills the person must possess, driver’s license and insurable driving record, dress code, etc.) are:_________________________________________________________________________________
_____________________________________________________________________.

Please review the attached Volunteer Information Sheet which is provided to summarize important policies that govern your volunteer service.

Sincerely,

Name of Supervisor
Title

I have read and understand the above information and I agree to the terms of the duties as a volunteer at Paul D. Camp Community College (PDCCC) and agree to abide by the policies and procedures of PDCCC, and state and federal law.

Signature: _____________________________________________ Date: ____________

______________________________________________________________________________

Signature of Parent or Guardian (If volunteer is under 18)
Volunteer Information Sheet

Purpose

Thank you for volunteering within the Paul D. Camp Community College (PDCCC). You are an invaluable part of our community, and your efforts help to ensure that we can meet the needs of our students and the Commonwealth. This fact sheet is provided to give you important information about your volunteer service.

This information serves to remind you that volunteers are bound by policies, rules and regulations of the PDCCC, the Virginia Community College System, the Commonwealth of Virginia and the federal government. This fact sheet summarizes appropriate policies that apply to volunteer service.

Code of Ethics: The PDCCC Core Values serve as a guide for the members of the PDCCC community when ethical issues arise. They state in part that we are committed to learning environments that foster academic integrity, individuality, teamwork, and a mutual respect and openness for the freedom of responsible thought, research, and discussion.

Conflict of Interest: All PDCCC employees and Volunteers should not accept any gift, favor, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties. Actions should avoid even the appearance of a conflict of interest.

Equal Opportunity Policy: It is the policy of the Paul D. Camp Community College to provide equal employment and educational opportunities for all persons without regard to race, color, religion, national origin, political affiliation, veteran status, gender, age, or sexual orientation and for all otherwise qualified persons with disabilities.

Sexual Harassment, Harassment, and Nondiscrimination: PDCCC does not condone any behaviors that create a hostile work or learning environment. Employees and volunteers faced with sexual harassment or other discriminatory action should bring the situation to the immediate attention of the College’s Office Equal Opportunity Officer located in the main building on the Franklin Campus in room 103 (Administrative Area) or calling 757-569-6708

President’s Safety Statement: Employees and volunteers are responsible for adhering to practices which meet or exceed applicable federal, state, and local standards for health and safety and should make every effort to maintain a safe and healthy working environment. Also, if there are any chemicals being used in the environment where you work, please ask your supervisor for training and information on the chemicals before beginning your work.

Vehicles: If you must operate a vehicle as a part of your assigned responsibility, you must have a valid driver’s license or Commercial Driver’s License, as appropriate. The loss of a driver’s license should be reported to your supervisor immediately.
Information Technology: Volunteers given access to information technology resources in order to perform the duties of their assignment should receive orientation and training on information technology policies and procedures.

Miscellaneous:

- Liability Coverage: The PDCCC liability coverage provides protection for negligent acts or claims of negligent acts for any employee or representative (volunteer) of the College, as long as the individuals were acting in an official capacity and within the scope of their duties.

- Medical Insurance: All medical concerns, including healthcare insurance, are the responsibility of the volunteer even if the injury occurs during the volunteered hours. **Worker’s Compensation Insurance does not provide medical coverage for volunteers.**

- Legal Services: The Virginia Community College System’s legal Counsel does not provide legal services if criminal charges are lodged against an employee or volunteer.

Professional Conduct: Volunteers are expected to perform assigned duties and responsibilities with the highest degree of public trust, work cooperatively with others to achieve work unit and college goals and objectives and utilize Commonwealth equipment, time, and resources judiciously and as authorized. Volunteers that provide education, training, instruction, supervision or recreation to children under the age of 18 shall not under any circumstances be alone with a child.

Questions about these policies should be addressed to your supervisor or the Human Resources Department. A complete listing of these policies can be found in the College’s Employee Policy Manual.

Volunteer Acknowledgement of Receipt:

__________________________________________________________________________

Name