



Guadalupe
Centers

Volunteer Release and Agreement Form

I hereby certify that I have read and understand Guadalupe Educational System, Inc. Volunteer Release and Agreement.

A volunteer is defined as the following:

1. "An individual who performs hours of service for civic, charitable, educational or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, is considered to be a volunteer during such hours. Individuals performing hours of service will be considered volunteers for the time so spent and not submit to sections 6, 7 and 11 of the FLSA (Fair Labor Standards Act) when such hours of service are performed in accord with sections 3(e) (4) (A) and (B) of the FLSA and the guidelines in this subpart."

2. A non-employee.

We benefit from the services of its many volunteers from outside the institution. Volunteers must use their personal medical benefits and personal auto coverage in the event of activity-related injury and for damage to their personal vehicles. Individuals are not eligible for nor entitled to any compensation, benefits, including Worker's Compensation. The term volunteer as used in these guidelines excludes any students participating in activities that are part of a course or program in which the student is enrolled. Volunteers must complete a Volunteer Release Agreement and Background Investigation, regardless of the volunteer's duration.

Guidelines:

1. To qualify as a volunteer, an individual must be willing to provide services according to the procedures in this policy.
2. A volunteer is a representative of the Guadalupe while performing assigned duties. Therefore, volunteers are expected to abide by institutional policies and external regulations that govern their actions, including but not limited to those of ethical behavior, confidentiality, financial responsibility, and illegal use of drugs. Volunteers are not covered by the Fair Labor Standards Act and are not considered employees for any purpose. As a result of this volunteer association, they are not eligible for nor entitled to any institutional benefits, including Worker's Compensation.
3. Departments must request that Human Resources conduct criminal background checks on volunteers and receive acceptable results before the volunteer can engage in any activities or services on a program or project. The volunteer applicant may not perform any volunteer duties until such time as the Department of Human Resources has notified the relevant parties that the volunteer applicant had been authorized to volunteer.
4. Individuals shall be considered volunteers only where their services are offered freely and without pressure or coercion, direct or implied.
5. All volunteers must be informed that they will receive no compensation or benefits in exchange for their services.
6. When selecting and engaging volunteers, the supervisor must take care to ensure that the individual has adequate experience, qualifications, and training for the task he or she will be required to perform.
7. The Volunteer Release/Agreement Form must be retained by the department for two years.
8. If an individual is a returning volunteer, but the break in service is greater than one (1) year, all applicable forms and processes must be completed again, including the background check.
9. Volunteer service is non-contractual. Guadalupe may discontinue service of any volunteer at any time without prior notice.

10. Use of a volunteer's services in any attempt to abuse or manipulate wage or overtime requirements is not allowed.

11. Anyone, including current or retired employees, students, alumni, or others may provide volunteer services to the institution, with the following restrictions;

12. Volunteers are prohibited from the following:

- Operation of heavy equipment
- Working with hazardous materials, environmental or related areas which may otherwise place the volunteer at risk for physical harm, until they have received adequate orientation and training of the hazards from the supervisor who is responsible for the areas where the hazards exist;
- Entering into any contract on behalf of the institution

13. Payment for volunteer services is not allowed. An individual providing volunteer services does so without the expectation of employment, an offer of employment or compensation other than reimbursement for reasonable expenses incurred while performing in an official capacity as a volunteer.

An employee may not become a volunteer in any capacity in which she or he is employed or which is in the same occupational category, or which is essentially similar to the individual's regular work.

To ensure consistency in application, please contact Human Resources before allowing a person to begin volunteering in the department.

I have read and understand my responsibility to follow these rules while I am a volunteer. If I am ill, I will refrain from volunteering. Any injuries will be reported immediately to staff. I understand that I will be asked to discontinue volunteering and leave the premises if I do not follow these requirements and show good judgment.

Volunteer Print Name: _____ **Date:** _____

Address: _____

City _____ **State/Zip** _____

Volunteer Signature _____

Phone _____ **Email** _____

Emergency Contact Name: _____

Phone: _____

Parent/Guardian Name _____ **Date:** _____

Parent/Guardian Signature: _____