

Agreement for Independent Service Placement

All Independent Service Placements (ISPs) must be pre-approved before any hours are served.

VOLUNTEER INFORMATION

First & Last Name	_____	ID Number	_____
Address	_____	Class of	_____
Mville Email	_____	<input type="checkbox"/> General	<input type="checkbox"/> MAP <input type="checkbox"/> C-STEP
Phone #	_____	<input type="checkbox"/> Duchesne Scholar	<input type="checkbox"/> Seeds of Peace
		<input type="checkbox"/> 4 th Credit Option	<input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Community

PLACEMENT INFORMATION. Attach any relevant materials.

Organization/ Institution Name	_____	Description of Volunteer Duties:	_____
Street Address	_____		_____
City	_____	State	_____
	_____	Zip Code	_____
Supervisor Name (print)	_____		_____
Position	_____		_____
Phone #	_____	Fax #	_____
Email Address	_____		_____
URL Address	_____		_____
Start Date	_____	End Date	_____
	_____	Hours per week	_____

VOLUNTEER WILL:

1. Maintain regular attendance both in school and at the service site
2. Be honest, punctual, cooperative, courteous and willing to learn
3. Abide by the rules, regulations and dress code of the service site and maintain confidentiality
4. Submit signed timesheets with verification letters, provided by site supervisor, to Duchesne Center

DUCHESNE SUPERVISOR WILL:

1. Approve Independent Service Placement
2. Assist the site supervisor in providing the volunteer with meaningful experiences
3. Provide advisement related to the service site and career objective
4. Issue service credit based upon completion of volunteer tasks/objectives and submission of timesheets

SERVICE SITE WILL:

1. Provide a thorough orientation to the job/work site, as well as a meaningful, supervised learning experience (volunteer will not replace a regular paid worker)
2. Guide and instruct the student in learning the various details of the job
3. Conform to Federal laws prohibiting discrimination on the basis of race, color, national origin, sex or disability
4. Provide a safe learning/working environment including protection from discrimination and sexual harassment
5. Verify attendance and provide certification letters on letterhead as necessary

SIGNATURES

This agreement may be terminated at any time by proper notification of all parties.

Volunteer	_____	Date	_____	Service Site Supervisor	_____	Date	_____
Duchesne Director	_____	Date	_____				