

VOLUNTEER AGREEMENT

Selkirk College is generously supported by Volunteers who contribute their time, services and expertise to help Selkirk accomplish its mission of teaching, research, service and outreach. As a Volunteer, you are not an employee of the college; however, you are required to follow all of Selkirk's rules and policies regarding the conduct of employees including the Intellectual Property policy. This Agreement also establishes standards and guidelines so that both you and Selkirk understand the nature of your volunteer relationship and the limitations of such a relationship.

Selkirk College (hereafter referred to as "Selkirk") and the Volunteer agree to the following terms:

- **VOLUNTARY SERVICE** – The Volunteer agrees that he or she is volunteering in Department/College/Division/Unit/School/Program/Course solely for personal, civil, charitable or humanitarian purposes without promise or expectation of compensation, benefits or future employment with the College beyond any specified reimbursement arrangements.
- **AUTHORIZATION TO WORK/VOLUNTEER** – If the Volunteer is not a citizen or permanent resident of Canada, they affirm that they have the appropriate visa status that authorizes them to be present in Canada and allows them to participate in this volunteer experience. The Volunteer also affirms that they have submitted proper or appropriate documentation to this effect to Department/College/Division/Unit/School/Program/Course and agrees to immediately inform their Selkirk sponsor or Department/College/Division/Unit/School/Program/Course business office of any change to their visa status.
- **ASSIGNMENT PERIOD** – The Volunteer will begin their volunteer assignment on *[insert start date]*, and it is anticipated that their assignment will end no later than *[insert end date]*. The Volunteer understands that any extension to the term of this Volunteer Agreement will require them to sign another agreement outlining the extension. This includes extensions that may occur at the beginning of Selkirk's fiscal year (April 1).

- **REPORTING RELATIONSHIP** – The Volunteer will communicate their services to the supervisor of the Department/College/Division/Unit/School/Program/Course.
- **ASSIGNMENTS AND DUTIES** – Understanding that the Volunteer is providing services on a voluntary basis, they nevertheless agrees to follow the direction of administrators, faculty or staff and to abide by Selkirk policies and procedures located on Selkirk’s website (<http://policies.selkirk.ca/college/>) while carrying out their Volunteer assignments.

The Volunteer also understands that they are required to successfully complete all applicable training required for performing the Volunteer assignment.

- **NOTIFICATION OF POLICIES** – The Volunteer acknowledges that he or she has been given access to all Selkirk policies at <http://policies.selkirk.ca/college/> and understands that he or she has received and is expected to review, at the minimum, the following Selkirk policies and may be asked to complete online training as a requirement of signing this Agreement:

- **Employee Code of Conduct and Conflict of Interest:**

<http://policies.selkirk.ca/policy/6000/>

- **Human Rights:**

<http://policies.selkirk.ca/policy/6010/>

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<http://policies.selkirk.ca/policy/6010/>

- **Scent Safe Campus:**

<http://policies.selkirk.ca/policy/6020/>

- **No Smoking:**

<http://policies.selkirk.ca/policy/6330/>

- **Violence in the Workplace:**

<http://policies.selkirk.ca/policy/6400/>

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HUMAN RESOURCES



- **Working Alone or In Isolation:**
<http://policies.selkirk.ca/policy/6410/>
- **Protection of Privacy:**
<http://policies.selkirk.ca/policy/6550/>
- **Acceptable Use of Electronic Resources:**
<http://policies.selkirk.ca/policy/7110/>
- **EMAIL** – In circumstances where it is identified that a College email account is required, the Volunteer may be assigned an email account that serves as a mechanism for receiving official communications within Selkirk. The Volunteer also agrees to provide current contact information to Selkirk and update such contact information so long as they volunteer for Selkirk.
- **PRE-SCREENING AND BACKGROUND CHECKS** – The Volunteer hereby gives Selkirk permission to inquire into their education, references, driving record, employment, volunteer history, and criminal background. The Volunteer understands that Selkirk will use this information only for the purpose of this Agreement. The Volunteer understands that volunteering at Selkirk is contingent upon the successful outcome of criminal background checks or other prescreening checks for non-employees, if required.
- **INTELLECTUAL PROPERTY** – The Volunteer hereby assigns to Selkirk all their right, title and interest to any intellectual property created or invented by the Volunteer in which Selkirk claims an ownership interest under its Intellectual Property Policy. The Volunteer agrees to promptly disclose such intellectual property as required by the Selkirk's policy, and to sign all documents and do all things necessary and proper to effect this assignment of rights. The Volunteer has not agreed (and will not agree) in consulting or other agreements to grant intellectual property rights to any other person or entity that would conflict with this assignment.

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- **INSURANCE** – It is recommended that volunteers carry personal medical insurance to cover medical expenses that might be incurred.
- **LEGAL PROCEEDINGS** – Volunteers are asked to refrain from signing affidavits concerning their volunteer activities at Selkirk for use in court proceedings, unless the affidavit has been prepared by a lawyer acting for Selkirk. This condition does not apply where the Volunteer is a party to legal proceedings involving Selkirk.
- **TERMINATION** – The Volunteer agrees and acknowledges that as a Volunteer, their Volunteer relationship with Selkirk is at-will and carries no promise of continuation and can be terminated at any time, without cause, without notice and without recourse.

The parties agree that this Agreement and the attached Appendix is the entire agreement between them and that no agreement, either oral or written, exists outside this Agreement regarding the Volunteer relationship described in this Agreement.

On behalf of Selkirk College:

_____, Executive HR Director Date: _____

Volunteer Name: _____

Signature: _____ Date: _____

If Volunteer is under the age of 18, by signing below, I agree that my son/daughter/ward may participate in the activities described above, and I agree to the terms of this agreement set forth above.

Printed Name of Parent/Guardian if Volunteer is under the age of 18

_____ Date: _____

Signature of Parent/Guardian: _____