



## Human Resources

### VOLUNTEER/INTERN AGREEMENT AND RELEASE

Skidmore College and \_\_\_\_\_ agree that this agreement and release  
(Name of Volunteer/Intern)  
governs \_\_\_\_\_'s volunteer/intern work for Skidmore College and in exchange  
(Name of Volunteer/Intern)  
for the opportunity to volunteer/intern in \_\_\_\_\_, this Volunteer/Intern  
agrees to the following: (College Department)

1. The Volunteer/Intern agrees to provide service to Skidmore College for civic, charitable or humanitarian reasons, without promise, expectation, or receipt of compensation, and offers their services freely and without pressure or coercion.
2. The Volunteer/Intern understands and agrees that they are not an employee of the College and will not be compensated for the services they provide, they will not be eligible to participate in Skidmore College's employee benefit plans, nor will the time spent as a Volunteer/Intern count as service for purposes of any benefit plan, program or policy maintained by Skidmore College. Additionally, if the Volunteer/Intern is over the age of 18 a background check will be required. The Volunteer/Intern understands that this agreement is contingent upon the successful completion of a background check and agrees to authorize Skidmore College to conduct a check which includes a criminal records check.
3. The Volunteer/Intern understands and agrees that they do not qualify for unemployment insurance benefits and is expected to carry personal medical insurance to cover medical expenses for any injuries they incur while performing volunteer services.
4. This volunteer/intern assignment begins \_\_\_\_\_ and is expected to continue through \_\_\_\_\_  
(Start Date)  
\_\_\_\_\_. The Volunteer/Intern's expected schedule is as follows:  
(End Date)

<b>Monday</b>	_____	<b>Thursday</b>	_____
<b>Tuesday</b>	_____	<b>Friday</b>	_____
<b>Wednesday</b>	_____	<b>Saturday/Sunday</b>	_____

Either party, however, may terminate this agreement at any time for any reason upon immediate notice, oral or written, to the other party.

5. The Volunteer/Intern will perform services under the direction and control of the following College staff: \_\_\_\_\_. The Volunteer/Intern will perform the following services: (Name of Manager)

The Volunteer/Student Learner will perform the following services: \_\_\_\_\_

The Volunteer/Intern agrees to follow the directions of the staff and to abide by all College policies and procedures while carrying out these volunteer services. The Volunteer/Intern acknowledges receipt of Skidmore College's EEO, Diversity and Anti-Harassment Policies and Procedures when signing this Agreement.

6. To the extent that the Volunteer/Intern is not a citizen or permanent resident of the United States, the Volunteer/Intern certifies that they have an appropriate visa status that authorizes the Volunteer/Intern to be present in the United States and allows the Volunteer/Intern to participate in this volunteer/intern experience. It is understood and agreed that Skidmore College has made no representations to the Volunteer/Intern concerning the lawfulness of them providing volunteer/intern services in light of the Volunteer/Intern's immigrant or non-immigrant status.
7. The parties agree that this is the entire agreement, and no agreement, oral or written, exists outside of this agreement.

### **RELEASE**

The Volunteer/Intern releases and discharges the College and its officers, employees, agents and representatives from any responsibility or liability for personal injury, including death, and damage to or loss of property, that Volunteer/Intern may incur due to the acts, omissions or negligence of the College, its officers, employees, agents, and representatives while visiting the College or otherwise engaging in activities pursuant to the Agreement.

**THIS RELEASE IS ENFORCEABLE TO THE FULLEST EXTENT PERMITTED BY LAW AND INCLUDES A RELEASE FROM LIABILITY FOR ACTS OF NEGLIGENCE BY THE RELEASED PARTIES.**

**IN WITNESS WHEREOF**, the parties have executed this Agreement and Release as of the date below.

#### **Skidmore College**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### **Volunteer/Intern**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Signature of Parent/Legal Guardian if under the age of 18:

-copy to Volunteer/Intern  
-copy retained by Department  
-original sent to Human Resources