

UNITED STATES DEPARTMENT OF COMMERCE

STUDENT VOLUNTEER SERVICE (SVS)

Department of Commerce and _____

This agreement is the basis for developing mutual understanding and respective responsibilities between the Department of Commerce and a qualifying educational institution in the employment of students for the Student Volunteer Service (SVS). The SVS is a planned, educational opportunity that provides for the integration of a student's academic studies and Federal work experience. This service is not creditable for leave or any other employee benefits.

The student will/will not (circle one) be given academic credit for the volunteer service.

Length of Volunteer Service: Start date: _____ **End date:** _____

A. Academic Programs:

_____ High School _____ Associate Degree
_____ Undergraduate Certificate _____ Baccalaureate
_____ Graduate Degree Academic Discipline:

B. Student Eligibility - The prospective SVS student must:

1. Be enrolled at least half-time in an accredited institution and recommended by a school official.
2. Be at least 16 years old.
3. Be a U.S. citizen of the U.S.
4. Meet the Department's policy on employment of relatives.
5. Meet security or fitness requirements.

10. Upon request, provide the student and the academic institution with a record of the student's attendance and an evaluation of his/her performance when the volunteer service is completed. This documentation will be provided on the *Student Volunteer Service – Documentation of Completed Service form* (see supplemental page to this agreement).

G. Educational Institution-

1. Designate a representative to work with the employing office's Student Coordinator.
2. Inform eligible students of employment opportunities.
3. Refer interested and qualified candidates to the employing office without discrimination, including veterans discharged under honorable conditions.
4. Coordinate work and study in a manner that will expand the student's educational development.
5. Provide the Student Coordinator with all required student application forms.
6. Monitor academic progress and inform the employing office of any changes in students' status.

H. Students-

1. Adhere to the employing office's work schedule and student policies and procedures.
2. Assume personal and professional responsibility for actions and activities.
3. Meet academic, performance, and conduct standards established by the school and the employing office.
4. Provide the employing office and school Student coordinators with periodic progress reports on the quality of work and study assignments by completing and submitting each quarter/semester, a Request for Verification of Student Status (Attachment B).
5. Notify the school and employing office of changes in their status.

6. Upon request, student may request a record of the student's attendance and an evaluation of his/her performance when the volunteer service is completed. . This documentation will be provided on the *Student Volunteer Service – Documentation of Completed Service form* (see supplemental page to this agreement).

I. Conditions of The Agreement - Conform to Federal regulations and are subject to change by Legislation, Executive Order, Office of Personnel Management or Departmental policy. Changes which are not required by new laws or regulations will occur only by mutual consent of the agency and the institution and will be made by written amendment to this agreement.

This agreement becomes effective when signed by all parties. It will be in effect unless terminated or if one of the following conditions are met:

1. Mutual consent of both parties.
2. By either party upon 30 days written notice.
3. Completion of the Student Volunteer Service.

J. Student Agreement Acknowledgement

I have read the above agreement of service to be performed and agree to perform the assignment as described. I understand that:

- I will receive **no pay or other compensation** for services rendered;
- I hereby agree to waive any and all claims against the Government for salary or wages on account of services performed;
- I am to conduct my self with honesty and integrity in the performance of my duties; and
- I am to consciously safeguard government business, which is not for public information;

I am not considered a Federal employee for any purposes other than for purposes of :

- (a) the Federal Tort Claims provisions published in 28 U.S.C. 2671 through 2680. Claims arising as a result of student participation should be referred to the Department of Commerce; and
- (b) title 5, U.S.C. Chapter 81, relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the Office of Workers' Compensation Programs, U.S. Department of Labor, for adjudication.

This agreement may be terminated at any time by myself, my academic institution, or the Department of Commerce.

I have read and understand the above agreement/policies.

Bureau Placement Information

Student – Print Name

Bureau Organization:

Student Signature

Student Position Title:

Your Supervisor's Name is:

Date

K. Approvals

AGENCY:

Agency Official – Print Name

Student Coordinator (HR Specialist)
Title

Date

Agency Official Signature

Telephone

HUMAN RESOURCES, RM

Address

14TH & CONSTITUTION AVE., NW

Address

WASHINGTON, DC 20230

Address

ACADEMIC INSTITUTION:

Institution Official – Print Name

Title

Date

Institution Official Signature

Telephone

Address

Address

Address

Original agreement retained in OPF

Copy to:

____ College/Academic Institution

____ Student