



Volunteer Agreement

(FOR NON-EMPLOYEES OF NVC)

Please complete the "Employee Volunteer Agreement" if the volunteer is currently employed at NVC.

This form must accompany application materials for volunteer assignments. *Such assignments may not begin before approval by the Board of Trustees.* Forward this form to the Office of Human Resources at least fourteen days before a Board meeting date. **A copy will be returned to the supervisor showing the Board approval date; the volunteer may begin after that date.** Please call Annie at extension 7101 or achindavong@napavalley.edu with any questions regarding Board approval.

Volunteer Name: _____	
Last	First
Address: _____	Phone #: _____
Start Date: _____ <small>(after BOT approval)</small>	End Date: _____ Schedule/Max # of Hrs/Wk: _____
Supervisor of Volunteer Assignment: _____	Department: _____
Emergency Contact Information: _____	
Volunteer Assignment Job Title: _____	
List of Duties: (may attach separate sheet): 	

Volunteer Supervisor Signature Date

Next-Line Administrator Signature* Date

*If the volunteer supervisor is a dean, the next-line administrator (VP or President) approval is not needed.

By signing below, you are agreeing to volunteer at Napa Valley College without promise or expectation of being paid. You understand that Napa Valley College will provide workers' compensation insurance for your volunteer activities. Therefore, you will assume liability for any loss, damage, injury, and/or all claims of action incurred during such activity in which you assist, except for those covered by workers' compensation. If you are injured while assisting the college, **BOTH** the volunteer and the supervisor must report the injury to Risk Management within 24 HOURS. Call Susan Brinson at 256-7584.

Volunteer Signature Date

Board Approval Date: _____

Approved by _____ Date: _____
Laura Ecklin, Dean, Human Resources