



# Rogue Community College

## VOLUNTEER AGREEMENT

This **Volunteer Agreement** must be completed for all RCC Volunteers. It should be initiated by the Volunteer's Supervisor, and should be kept on file in the appropriate department.

A **Volunteer Letter** must also be signed by the volunteer and sent by the Supervisor to HR with a copy of the **Volunteer Agreement** in order to cover the Volunteer under the College's Volunteer Insurance.

Name: \_\_\_\_\_ S.S.N. \_\_\_\_\_

Address: \_\_\_\_\_ Phone (day): \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone (night): \_\_\_\_\_

**Check the appropriate term:**

Term: Summer      Fall      Winter      Spring      Academic Year: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Brief description of job: \_\_\_\_\_

Assignment/Course Title: \_\_\_\_\_ Location: \_\_\_\_\_

**Check the days you plan to work:**

Monday      Tuesday      Wednesday      Thursday      Friday      Saturday      Sunday

Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Hours/week: \_\_\_\_\_

**The college may provide any of the following to assist with your volunteer assignment:**

- Equipment such as computers, phones, copiers and classroom equipment such as overheads
- Text books and supplies
- Office space
- Course and instructor evaluation forms
- Classroom
- Clerical, administrative, instructional support; technical support for computers, video and audio equipment and security
- Scheduling
- Appropriate training
- Timely notification of a cancellation of any class or change of assignment.

**Volunteers must agree to the following terms as applicable:**

- Volunteer will attend all sessions or classes for which they have contracted.
- In case of illness or other emergency, the volunteer will notify the appropriate contracting office as far in advance of class/assignment time as possible.
- Volunteer will provide student attendance records when requested.
- When applicable, volunteer records student grades and files them with the contracting office in a timely manner after the last class/session.
- Volunteer will comply with the Family Education Rights and Privacy Act (FERPA) see attached confidentiality agreement.
- RCC is not responsible for loss or theft of personal property.

The college does not have medical facilities and is unable to provide more than minimal first aid care. First aid kits are available in all buildings. In case of a medical emergency, dial 9-911 and report the emergency, then notify the Facilities department (541) 218-2930. In all other emergencies notify the facilities department in Illinois Valley (541) 592-2103, other Josephine County locations (541)956-7333, Jackson County locations (541) 245-7572.

### **Volunteer Confidentiality Agreement Rogue Community College**

I understand that by the virtue of my assignment at Rogue Community College, I may have access to records, which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974.

I agree to maintain the confidentiality of all information with which I come in contact as a volunteer at the college. I will not share information pertaining to student academic, financial, or disciplinary actions with anyone other than current college staff/faculty who have a legitimate educational interest.

I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates the standards of Rogue Community College and could constitute just cause for disciplinary action including termination of my volunteer assignment regardless of whether criminal or civil penalties are initiated.

I have confirmed the information on this contract and agree to the conditions of volunteer assignment above.

\_\_\_\_\_  
Volunteer signature Date

Are you volunteering at RCC through a Volunteer Organization (i.e. Rogue Senior Volunteer Program)?      Yes      No  
If yes, please list the organization name: \_\_\_\_\_

\_\_\_\_\_  
Rogue Community College contracting agent (Volunteer's supervisor) signature

\_\_\_\_\_  
Rogue Community College contracting agent name (**please print**) Date

**For Filing Purposes Route to:**  
Department/Campus Volunteer Agreement Contact: \_\_\_\_\_  
Name

In compliance with state and federal laws, Rogue Community College does not discriminate on the basis of race, religion, color, national origin, age, gender or disability in employment, or in any of its educational programs, or in the provision of benefits and services to students. For information about RCC's policy of non-discrimination contact the Title IX coordinator, Lynda Warren (541)956-7016 or the Section 504 coordinator, Kori Bieber (541) 956-7196.