

UNITED STATES DEPARTMENT OF EDUCATION  
**STUDENT VOLUNTEER SERVICE AGREEMENT**  
OFFICE OF THE SECRETARY

**Section I - Assignment Data**

1. Student's Name:
2. Social Security Number:
3. Academic Discipline:
4. Educational Institution:
5. Academic Level:
6. Statement of Duties: *See Attached (provided by the Department of Education)*
7. Assignment Location: U.S. Department of Education  
400 Maryland Ave., SW, Room 7E230  
Washington, DC 20202
8. Proposed Length of Internship:  
(Start and Stop dates)

**Section II - Educational Institution Agreement**

I certify that \_\_\_\_\_ is a student enrolled not less than halftime and is in good standing. The duties to be performed and scheduled hours of work are approved as appropriate for the course of study or training that he/she is pursuing. The student will/will not be given credit (academic or other) for the work assignment.

I understand that a record of the student's attendance and an evaluation of his/her performance will be provided to this institution when the volunteer service is completed.

\_\_\_\_\_  
Signature of Educational Institute Approving Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Educational Institution

### **Section III - Volunteer Student Agreement**

I understand that:

I will NOT receive pay or other compensation for services rendered;

I am NOT considered to be a Federal employee for any purpose other than for purposes of the Federal Tort Claims provisions published in 28 U.S.C. 2671 through 2680, and U.S.C., Chapter 81, relative to compensation for injuries sustained during the performance of work assignments;

I am to conduct myself with honesty and integrity in the performance of my duties;

I am to consciously safeguard Government business, which is not for public information;

This agreement may be terminated at any time by myself, my educational institution, or the Department of Education; and that

A record of my attendance and an evaluation of my performance will be provided to me and my educational institution when my work assignment is completed.

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Signature of Student

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Date

### **Section IV - Supervisor's Agreement**

Supervision of the Student Volunteer will be provided and a record of attendance and a written evaluation of the student's performance will be provided to the student and the educational institution at the end of this assignment.

I certify that the volunteer services to be performed by the student, as outlined in this Volunteer Service Agreement, will not displace any employee.

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Signature of Supervisor

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Date

**Section V – Request for Acceptance of a Student Volunteer**

Request this Student Volunteer Service Agreement with accompanying Statement of Duties and Application be accepted.

\_\_\_\_\_  
Signature of Executive Management Officer or Designee

\_\_\_\_\_  
Date

**Section VI - U.S. Department of Education Agreement**

The U.S. Department of Education agrees to accept the volunteer service described in Section I.

\_\_\_\_\_  
Signature of Customer Service Team Leader or Designee

\_\_\_\_\_  
Date