



## VOLUNTEER SERVICE AGREEMENT

This Agreement is between the U.S. Department of Commerce, U.S. & Foreign  
Assy Paris, France, hereinafter called the Agency, and (Name of School)  
\_\_\_\_\_, hereinafter called the School.

NAME OF THE STUDENT Volunteer: \_\_\_\_\_

Expected Period of Volunteer Service: From \_\_\_\_\_ To \_\_\_\_\_

The terms of this Agreement are as follows:

A. The student is enrolled not less than half time at an accredited school, is recommended by the School, and is acceptable to the Agency.

B. The student has been selected without regard to considerations of race, color, national origin, religion, sex, marital status, or handicap condition.

C. The student's service is to be uncompensated and will not be used to displace any employee or to staff a position which is a normal part of the Agency's workforce.

D. The school will notify the agency contact, Gregory Briscoe, Internship Coordinator, (tel: 011/331/4312-28 21; fax: 011/331/4312-2172; email: gregory.briscoe@mail.doc.gov) if the student terminates his/her enrollment at the school during the period of volunteer service or if the student will have more than five months between school years.

E. The student's work assignment shall be in the public interest, and to the maximum extent possible, shall provide an appropriate educational experience for the student.

F. The student is not considered to be a Federal employee for any purposes other than injury compensation and laws related to the Tort Claims Act.

G. The student is not entitled to benefits, i.e., leave, retirement, health, travel compensation, subsistence allowance, quarters, and any other reimbursement or payment in kind.

H. Nature of the volunteer assignment:

The student volunteer will work under the supervision of the Foreign Commercial Service Officer at the U.S. & Foreign Commercial Service mission he/she is assigned and will be given specific duties to perform such as conducting market research, preparing reports, drafting replies to correspondence, and promoting and recruiting exhibitors for trade events.

I. The agency will establish an Official Personnel Folder for the student and will include Notifications of Personnel Action and other documentation of the work assignment as specified by the U.S. Office of Personnel Management.

J. Evaluations of reports of the student's performance will be provided to the School if requested, subject to regulations governing (1) the protection of privacy in personal records, and (2) the availability and disclosure of official information.

K. Termination of the agreement prior to the planned ending date of the volunteer assignment may be effected by either party with written notice to the other parties.

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Senior Commercial Officer  
U.S. & Foreign Commercial Service  
American Embassy Paris, France  
Date: -----

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(Signature of School Official) Date: -----

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(Title)

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(Name of School)

As a Student Volunteer:

- I waive any and all claims for compensation from the Government of the United States from any service performed;

- I accept accountability for loss or damage to Government property caused by my negligence of willful action;

- My activities on the premises will at all times conform to the standards of conduct of the appointing office in which I shall work;

- I understand that under this appointment, I will be engaged in the activities listed in Item H of this Agreement;

- I agree to the minimum time commitment of 3 months;

- Should I wish to decline this Assignment at anytime after I have agreed to accept, I will provide a written notice to both the Agency and my School immediately upon my decision to do so.

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(Student Signature)

Date: -----

Number of hours expected to work per week: \_\_\_\_\_