

Houston Community College Volunteer Agreement

We are pleased that you have decided to volunteer your services to Houston Community College (hereinafter referred to as "HCC"). Please affirm your acceptance of the terms of this agreement, stated below, with your signature, Also, please accept our sincere thanks for your valuable contribution to HCC.

- 1) I agree that my participation in the activities outlined in the attached Description of Volunteer Duties is without valuable consideration. I understand and agree that I am not an employee of HCC and that I am not entitled to wages or benefits for my volunteer service.
- 2) I understand that I do not have a formal work appointment for these particular services. I understand that HCC shall have the right to release me as a volunteer without prior notice.
- 3) I understand that HCC does not provide me with accident or medical insurance and that HCC is not responsible for any accident or medical expenses incurred by me. Further, I understand that I am not covered by Worker's Compensation Insurance.
- 4) I agree to act professionally and courteously at all times. I agree to comply with HCC policies and procedures regarding confidentiality, safety, use of technology, harassment, and drug and alcohol use. I understand that copies of the policies and procedures are available at www.hccs.cc.tx.us and that copies of other policies and procedures pertinent to my volunteer activity may be provided to me by the supervisors of the activity.
- 5) I am aware of the terms and conditions of this agreement and am signing this agreement of my own free will. Further, by signing this agreement I attest to the fact that I am eighteen (18) years of age or older.
- 6) This agreement is valid for one (1) year from the date indicated below. This agreement may be terminated by me or HCC at any time.
- 7) I will not consume or participate in HCC activities with alcohol being served.

Volunteer's Signature _____ Date _____

Home Address _____

Drivers' License No. _____ Phone _____

Signature of Authorized HCC Official

Date

The department/program activity shall retain this agreement for three (3) years from volunteer separation.