

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*(CWU E-Mail)*

CENTRAL WASHINGTON UNIVERSITY  
CENTER FOR LEADERSHIP AND COMMUNITY ENGAGEMENT (CLCE)

RESPONSIBILITIES OF VOLUNTEERS, CWU'S CENTER FOR LEADERSHIP AND COMMUNITY ENGAGEMENT, AND SPONSORS

THE CAMPUS VOLUNTEER IS RESPONSIBLE FOR:

1. Filing a current and accurate application with the Center for Leadership and Community Engagement.
2. Conforming to policies and regulations as set by Central Washington University, the Center for Leadership and Community Engagement, and the Sponsor with which the volunteer is serving.
3. Following the general requirements of a volunteer as outlined in Appendix A.
4. Attending training and reflection sessions as requested by the Center for Leadership and Community Engagement or Sponsor.
5. Agreeing to complete a criminal background check when required by the Center for Leadership and Community Engagement or Sponsor.
6. Signing a release of liability statement, Appendix B.
7. As required by law, maintain his or her own automobile insurance if using personal vehicle when traveling to and from service site.
8. As required by Sponsor, properly check-in and out of service site.
9. Center for Leadership and Community Engagement recommends that all students personally obtain and keep in force a comprehensive medical policy to protect themselves in case of injury.

Center for Leadership and Community Engagement IS RESPONSIBLE FOR:

1. Recruiting and limited screening of campus volunteers according to agency or project criteria.
2. Working with Sponsors, projects, and faculty to provide training and learning opportunities for volunteers.
3. Maintaining a record of campus community service that includes placement and hours.
4. Providing resources for problem solving and mediation among program participants.

THE SPONSOR IS RESPONSIBLE FOR:

1. Not exposing volunteer to extreme hazards.
2. Providing the Center for Leadership and Community Engagement with a completed Volunteer Available Form, and when necessary, screening criteria for volunteer selection.
3. Providing training specific to Sponsors needs and policies.
4. Providing a Sponsor representative who will
  - Inform volunteers of duties
  - Be a contact person between the Sponsor and Center for Leadership and Community Engagement
  - Provide the volunteer with necessary instruction, feedback and learning opportunities
5. Purchase and keep in force a general liability policy which includes coverage for Sponsors and its volunteers with minimum coverage of 1,000,000.00 per occurrence.
6. Provide notification to Registered Volunteers and Center for Leadership and Community Engagement should Sponsor not provide Labor and Industries Volunteer Coverage to individuals who may become injured while providing services for the Sponsor.
7. When applicable and required by law, obtain written authorization from each CWU service participant registered with Sponsor and secure valid criminal history background information pursuant to the Child/Adult Abuse Information Act and RCW 43.43.830 through 43.43.845.
8. Assuring all proper safety gear is provided.

ALL PARTIES INVOLVED ARE RESPONSIBLE FOR:

1. Complying with all state and federal non-discrimination laws, regulations, and policies.
2. Working as a team to resolve issues regarding volunteer placement and performance.

My signature signifies that I understand my responsibilities as a Center for Leadership and Community Engagement volunteer. I also understand the responsibilities of the Center for Leadership and Community Engagement and the community agencies as they relate to my volunteer experience.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IF THE PARTICIPANT IS UNDER THE AGE OF 18, THE SIGNATURE OF A PARENT OR GUARDIAN IS REQUIRED:**

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix A

### General Volunteer Requirements

\*Please initial to the left of each number indicating that you have read and understand the following:

- \_\_\_1. Volunteers have a commitment to provide sensitive and quality service to persons and communities involved. This service should include a genuine concern, care, and respect for the community or persons served.
- \_\_\_2. Volunteers have an obligation to speak directly with the agency superior and Volunteer Coordinator if they are unable to complete the service project for any reason.
- \_\_\_3. Volunteers must be dependable, consistent, and punctual. If for some reason a volunteer has to cancel a service session, he or she should call either the agency superior or Volunteer Coordinator at least 24 hours in advance.
- \_\_\_4. Volunteers should dress neatly, cleanly and appropriately for the service project.
- \_\_\_5. Volunteers should use appropriate language when interacting with the agency staff, other volunteers, and their clients.
- \_\_\_6. Volunteers should not under any circumstances pursue or become involved in an intimate relationship with clients or project dependents.
- \_\_\_7. Volunteers must respect the confidentiality and privacy of the agency, clients, and persons with whom they are working.
- \_\_\_8. Volunteers must not use or be involved in physical violence or verbal abuse with clients, agency staff, or other volunteers.
- \_\_\_9. Volunteers are responsible for reporting violence and abuse of clients or project recipients and should contact the agency supervisor immediately should it occur.
- \_\_\_10. Volunteers are required to treat agency staff, other volunteers, or agency property with respect and courtesy.
- \_\_\_11. Volunteers should represent themselves, Central Washington University, and the agency in a positive and professional manner during all service project interactions.
- \_\_\_12. If volunteers feel uncomfortable with duties, or that the project is unsafe or problematic, they should contact the agency supervisor and work cooperatively to resolve any difficulties.
- \_\_\_13. Volunteers must be honest and maintain a non-judgmental attitude toward all projects and parties involved.
- \_\_\_14. Volunteers should remember that this is a learning experience. They should strive to become and remain proficient in the project functions, to improve professional skills, to support other volunteers' projects, and to reflect frequently upon the values of community service and the role it may play in the future.

My signature acknowledges that I have read and understand the general requirements and expectations of becoming a volunteer.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IF THE PARTICIPANT IS UNDER THE AGE OF 18, THE SIGNATURE OF A PARENT OR GUARDIAN IS REQUIRED:**

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B

### ACKNOWLEDGEMENT OF RISK AND HOLD HARMLESS AGREEMENT

I hereby acknowledge that I have voluntarily chosen to participate in a Center for Leadership and Community Engagement project and/or Sponsors project (hereinafter called "Service") as stated below.

I understand the risks involved with my participation in the Service. I recognize that the Service and its activities involves risk of injury and I agree to accept any and all risks associated with it, including but not limited to property damage or loss, minor bodily injury, severe bodily injury, and death. Furthermore, I recognize that participation in the Service involves activities and risks incidental thereto, including but not limited to, physical exertion for which I am not prepared, forces of nature, travel whether in civilized or remote domestic or international areas, by plane, train, auto, boat or other conveyance, or on bicycle, horseback, ski, by foot or other form of active travel, civil unrest, terrorism, breakdown of equipment; fundraising, competitions, practices, accident or illness without access to means of rapid evacuation or availability of medical supplies, limited availability of medical assistance and the possible reckless conduct of other participants.

Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Service, and to the fullest extent permitted by law, I agree to release, indemnify, defend and hold harmless Central Washington University, its trustees, officers, directors, employees, agents and volunteers from and against all claims arising out of or resulting from my participation in the above named Service. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage or expense, including by not limited to attorney's fees, attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting there from.

I understand that Central Washington University is not an agent of, and has no responsibility for, any third party Sponsor that I may provide Service to. I understand that Central Washington University provides guidance and facilitates my Service activities only as a convenience to participants and that accordingly, Central Washington University accepts no responsibility, in whole or in part, for loss, damage or injury to persons or property whatsoever, caused to me or others while participating in the Service. I further understand that Central Washington University is not responsible for matters that are beyond its control.

I also understand that Central Washington University does not provide any general or professional liability, auto liability or physical damage coverage, medical, workers compensation, dental, or life insurance to cover bodily injury, illness or death, nor insurance for personal property damage or loss, nor insurance for liability arising out of my or the Sponsors negligent acts or omissions; and I acknowledge that I am completely responsible for my own insurance to cover these expenses.

I further understand that this assumption of risk and hold harmless is intended to be as broad and inclusive as permitted by the laws of the State of Washington and that if any portion hereof is held invalid, I agree that the balance shall, notwithstanding continue in full force and effect. This release shall be covered by the laws of the State of Washington which shall be the forum for any lawsuits filed under or incident to this Release Form or to the Service.

I agree that this acknowledgement of risk and hold harmless is effective for as long as I participate in the Service.

**I have read and understand this acknowledgement of risk and hold harmless.**

#### Please Print

Participant's Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Student ID# \_\_\_\_\_

Year in School (F, S, J, Sr): \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

**IF THE PARTICIPANT IS UNDER THE AGE OF 18, THE SIGNATURE OF A PARENT OR GUARDIAN IS REQUIRED:**

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RELEASE AND AUTHORIZATION TO USE**

It is my understanding that these video/photography images will be used in all forms and media by the faculty, staff and students of Central Washington University for purposes of instruction, research, educational broadcasting and promotion for their respective educational institution and programs.

Therefore I, the undersigned, hereby grant permission for Central Washington University, Ellensburg, Washington, to record, broadcast, rebroadcast, reproduce, photograph, print and distribute by any current or future mediums for university educational and promotional purposes, the images in which I appear. I also consent to the use of my name in connection therewith. I further relinquish to Central Washington University all rights, title, and interest I now have or may have in the future in connection with said programs and images.

I have read this release and am fully familiar with its contents.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**IF THE PARTICIPANT IS UNDER THE AGE OF 18, THE SIGNATURE OF A PARENT OR GUARDIAN IS REQUIRED:**

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**How did you hear about us?**

Check top three that apply:

|               |  |              |  |               |  |            |  |             |  |
|---------------|--|--------------|--|---------------|--|------------|--|-------------|--|
| Friend        |  | Poster/Flyer |  | Class Chat    |  | Faculty    |  | Internet    |  |
| Resident Hall |  | The Observer |  | Coffee Sleeve |  | SURC Table |  | Video Board |  |

Other: \_\_\_\_\_

Class Standing (Circle One):      Freshman      Sophomore      Junior      Senior

Tee Shirt Size Small (Circle One):      Medium      Large      XL      XXL