## Volunteer Agreement

(for non-stipend coaches, person of interest-3rd party and other volunteers)

**WENATCHEE VALLEY COLLEGE** *Empl Record No.*

New  Extension  Revised

It is the supervisor’s responsibility to ensure that the following documents are completed, and authorization is granted **prior** to the effective date of appointment: **1)** Volunteer Agreement; **2)** Position Description (if applicable); **3)** Volunteer Application (if new appointment).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First Name | Last Name | M. I. | ctcLink I.D. | | Date Prepared |
| Address | | City | | State | Zip |

|  |
| --- |
| Brief Description |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Start Date | End Date | Type of Position | | | Other Type of position | | | |
| Department | | | | | Supervisor Name | | | |
| This is a volunteer position pursuant to the Fair Labor Standard Act, with no promise or expectation of compensation. | | | | | | | | |
| Combo Code to pay for Labor & Industries | | | Fund (149\*) | Class Field (083,061) | Department (1T020) | Project # | Activity I.D. | % of Total |
| Combo Code | | | Fund (149\*) | Class Field (083,061) | Department (1T020) | Project # | Activity I.D. | % of Total |

*\*Other fund codes are 060, 147, 057, 145, 001,08A, 24J, 146, 148.*

|  |  |  |
| --- | --- | --- |
| **AUTHORIZATION OF APPOINTMENT TO VOLUNTEER POSITION** | Supervisor’s Approval Date | Authorized Signature Date |
| Budget Manager’s Signature Date | Grant Budget Signature Date | Human Resources Approval Date |

|  |  |  |  |
| --- | --- | --- | --- |
| **NOTICE TO VOLUNTEER**  This volunteer position appointment is subject to the following regulations which are in addition to the policies of Wenatchee Valley College and in conformance with laws of the state of Washington:  1. This is a volunteer position. Wenatchee Valley College (WVC) will not pay for such services, nor will it extend any benefits to the individual in such capacity other than the nominal fee in the form of a stipend. The relationship between the person and WVC is an “at will” relationship in which the person and WVC retain the right to terminate this agreement for any reason or no reason, with or without notice to the other party. However, both parties agree that, when possible, they will provide 30 days’ written notice to the other party informing them of the termination.  2. As a volunteer the person is not entitled to any benefits, plans, arrangements, or distributions with any retirement or any other health or welfare plan. Volunteers are not agents or representatives of WVC when acting in such capacity and may not sign contracts or agreements nor facilitate contracts or agreements on behalf of WVC**.**  3. The volunteer shall act with honesty, integrity and sports-like conduct at all times. The person shall abide by the WVC policies, procedures and guidelines stated in WVC Student Handbook and Supervisor Handbook, the current NWAC Codebook (including any applicable Sport Standard Operating Procedures), and complete all NWAC requirements for coaching in a timely manner, if applicable.  **Use of state resources, persons, money, or property for private gain:** In accordance with WAC 292-110-010 (vi), the use of state resources is not for the purpose of conducting an outside business, in furtherance of private employment, or to realize a private financial gain. In addition, RCW 42.52.160 (1), no state officer, state employee or volunteer may employ or use any person, money, or property under the officer's, employee's or volunteer’s official control or direction, or in their official custody, for the private benefit or gain of the officer, employee, or another.  **I have read this notification, understand the terms of this appointment and accept this volunteer position, and have received a copy of this document.** | | | |
| Appointee Signature | | System I.D. Number (if known) | Date |

*Wenatchee Valley College is an Equal Opportunity Employer*

**EMPLOYEE:** Please return the signed original to the Human Resources Office, Wenatchee Valley College, 1300 Fifth Street, Wenatchee, WA 98801. Retain the other copy for your records.

WVC 8/9/25 tm To HR & Budget \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_