

Volunteer UWF! Student Organization Service Agreement

Your organization represents the University of West Florida, therefore we ask that before your organization completes service all members of the organization are informed and understand the following guidelines. Volunteer UWF! must have a signed copy of this agreement on file for student organization hours to be recorded.

Initial

- _____ 1. **Be Responsible**
Students are adults and will not always be supervised while serving an agency. The entire organization is responsible for the conduct of all members.

- _____ 2. **Be drug and alcohol free**
Drinking and drug use is strictly prohibited prior to and during the service event.

- _____ 3. **Be Honest**
Cheating or forging hours will not be tolerated. Volunteer UWF! will check all signatures and hours listed on timesheets. Organizations found to be dishonest will be penalized.

- _____ 4. **Turn in all paperwork on time**
Volunteer UWF! reserves the right not to accept paperwork that is late or has not been completed appropriately.
ALWAYS KEEP COPIES OF PAPERWORK FOR YOUR OWN RECORDS.

- _____ 5. **Have safe transportation**
Make sure safe transportation is arranged to and from the event. The University of West Florida is not liable for any accidents or incidents relative to your travel to and from the service site, nor is the University of West Florida responsible for accidents or incidents that may occur while your organization is at the site.

Please remember to use common sense and conduct yourself in a professional manner at all times. Every site has its own rules, policies, procedures, protocols, and expectations, for which you are responsible. Familiarizing your organization members with the workings of the organization will contribute to the success of your organizations' volunteer experience.

In consideration of being permitted to participate in the Volunteer UWF! program, I hereby release, waive, forever discharge, and covenant not to sue the University of West Florida ("UWF"), its governing board, officers, agents, employees, and any student acting as employee, and any student acting as employees, from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature which we may have or which may hereafter be accrued to members of _____ arising out of or related to any loss, damage, or injury, including, but not limited to suffering, and death, that may be sustained by a member or by any property belonging to our members, whether caused by the negligence or carelessness of the service site, or UWF officials, or otherwise, while our members are in, on, upon, or in transit to or from the service site, or any adjunct to the service site, occurs or is being conducted.

All members (new and old) of _____ have been informed and understand the guidelines discussed above.

President of student organization (print)	President of student organization signature	Date: _____
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Service Chair (print)	Service Chair signature	Date: _____
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Volunteer UWF! representative (print)	Volunteer UWF! representative signature	Date: _____
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