

VOLUNTEER SERVICE AGREEMENT
DEPARTMENT OF _____

This Volunteer Agreement is made and entered into between the Department of _____, hereinafter called the department and _____, hereinafter called the volunteer.

Supervision: The department designates _____ or designated representative _____ as the volunteer's supervisor.

Scope of Work: An anticipated volunteer schedule and a description of the activities the volunteer will be performing are as follows:

Anticipated Schedule:

Duties: (List basic duties and responsibilities below):

-
-
-
-
-

Payment: The volunteer will not be paid for any hours, duties, or services described above. The volunteer's signature on this document indicates that the volunteer does not expect payment for hours, duties, or services performed and is volunteering only for civic, charitable, or humanitarian reasons.

Reimbursements: Reimbursement for expenses relative to travel, meals, and lodging, will be reimbursed at the rate paid to state employees pursuant to Title 2, Chapter 18, Part 5, MCA. Payment will be made on a monthly basis upon submission of a completed and approved State of Montana Travel Expense Voucher.

Term: Volunteer services shall commence upon execution of this agreement and shall terminate on or before _____.

Training: The volunteer shall receive as a minimum, the training listed below:

-
-
-

Materials and Equipment to be Furnished by the Department: The following types of supplies, materials, and equipment will be furnished to the volunteer for performance of their volunteer services. The volunteer will exhibit due diligence towards its care and use. Lost or stolen property will be reported immediately to the volunteer's supervisor. The department shall own papers and end products produced by the volunteer as per this agreement.

(List items of material and equipment).

-
-
-
-
-

Modifications and Termination: This agreement may be modified at anytime, in writing, concerning any matter in this agreement. Both parties must sign all modifications to be deemed part of this agreement. This agreement will continue in force for the term stated above unless cancelled or terminated by either party.

This agreement may be cancelled or terminated without cause by either party at anytime upon written notice. In the event of termination the volunteer shall be reimbursed for any individual expenses, which the department has previously authorized, through the date of termination. Any and all department supplies and equipment must be returned to the volunteer's immediate supervisor, prior to date of termination.

Dated this _____ day of _____, _____

Volunteer Signature

Department Signature

Title