



## VOLUNTEER CERTIFICATION

Thank you for your time and commitment as a volunteer at Willamette University! We greatly appreciate your willingness to extend your time and efforts for the good of our community of learning. Volunteers are valued members of our community and we hope you find Willamette to be a worthwhile and hospitable place to donate your time.

Below you will find information concerning the relationship of volunteers to the University, as well as important information that you should be aware of in assuming a volunteer activity.

### **Relationship to University:**

Willamette University as a non-profit institution of higher education is happy to be able to utilize the energy and talents of those willing to volunteer their time. While we recognize your service to be voluntary, in appreciation for volunteer contributions and in recognition of the expenses one might incur in the course of volunteering, Willamette occasionally provides one-time payments to volunteers in “honorarium” for their contributions. Such payments should not be construed to create an employment relationship and are not paid remuneration for services rendered. However, as in employment, such payment will be treated as taxable income and, therefore, you are required to be eligible to work in the US if you wish to accept an honorarium. In such cases, you are required to complete a W-4 and an I-9 form to receive payment. Forms are available in the Human Resources office, or may be available in your sponsoring department.

It is important to note that your services as a volunteer are being provided with no expectation on the part of the University for continuation of such services. We know that your service is provided without expectation by you, and conversely, the University will not rely upon or “suffer” your presence, as in employment. We hope, however, that your assistance in volunteering is a help and not a hindrance to our endeavors and ask that you not commit to donate your time if you are unsure as to your availability. Please note, the University may also require submission to a criminal background check prior to engaging in a volunteer activity.

### **Insurance Information for Volunteers:**

Willamette University provides coverage under a general liability policy for injuries that might occur in the course of volunteer service. The University’s general liability insurance also provides for defense of volunteers in lawsuits arising from their actions if carried out within the scope of their volunteer duties, as long as such actions are not the result of malfeasance, willful negligence, or other personal acts that are beyond the scope of the volunteer activity. To ensure you are eligible for these protections, you must document your time spent in service by communicating your time served to the supervising department of your volunteer activity. Duly appointed volunteer officers and directors have protections under the “Officers and Directors” liability coverage portion of the general liability policy.

The protections described herein apply to volunteers working under University supervision only. Members of other groups/entities who perform volunteer work for WU should contact their parent organization directly to determine what insurance, if any, is provided to their members.

### ***In case of injury to you or someone else, or damage to property:***

If you or another person require urgent medical assistance, seek it immediately and let your medical provider know you are filing a claim under Willamette’s general liability policy. Any incidents of property damage or injury must be reported to your volunteer supervisor immediately. You will be asked to complete an accident/incident report form for immediate submission to the Financial Affairs Division.

### ***Personal Property:***

The personal property of volunteers is not covered. This includes personal vehicle damage and injuries to other parties resulting from accidents in personal vehicles.

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## **Volunteer Information**

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Emergency Contact information:

\_\_\_\_\_  
Name Relationship Phone

Start Date: \_\_\_\_\_ Dept: \_\_\_\_\_ Supervisor: \_\_\_\_\_

### **Certification:**

I have read the information above and understand my role as a volunteer at Willamette University. As an unpaid volunteer, I am offering my services without expectation of compensation and understand that I shall not be considered an employee or agent of the University. I am aware that I am not entitled to any benefits through my service, including medical, dental, or unemployment benefits, however, in the event that the University wishes to pay a nominal honorarium in recognition of my expenses and donation to Willamette's cause, such payment will be considered taxable income subject to federal and state tax, as well as Social Security and Medicare tax. By my signature, I agree to hold the University, its officers, employees, and agents harmless from any liability arising out of injury to persons or personal property that are present on campus by virtue of my relationship to them during the course of my service.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

CERTIFICATION OF VOLUNTEER APPOINTMENT:

\_\_\_\_\_  
Supervisor Area VP/Dean HR VPFA

Please return the original to Human Resources.

CC: Volunteer

Note to Supervisor: PLEASE NOTIFY HR IMMEDIATELY WHEN VOLUNTEER SERVICE HAS ENDED

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HR USE

End Date: \_\_\_\_\_ Note: \_\_\_\_\_