

## GUILFORD TECHNICAL COMMUNITY COLLEGE VOLUNTEER SERVICES

Current and former students, as well as members of the community may volunteer their time and services to the college. However, this is a very selective process and minors will not generally be approved. There will be **no** payment for volunteer work unless other specific arrangements have been made in advance. All potential participants must be selected through an interview process and sign the attached volunteer Assumption of Risk and Release of Liability Form, releasing the college from all liability.

The Volunteer Services may provide students with a means for documenting to potential employers that they have gained some practical experience in their areas of study to include work references. However, managers may only use students for these purposes and not as a source of free labor. The intent is to increase workforce development and community goodwill.

In addition to signing the release of liability form, volunteers must agree not to violate relevant policies that apply to college employees. This would include such policies as our Drug-Free Workplace, Anti-Harassment, Personal Information Protection (PIP), Acceptable Use Agreement for Computer Network Accounts as applicable, participation in any designated trainings i.e., Anti-Harassment, PIP, etc. will be required within 15 business days from start of volunteerism and any other policies that are deemed appropriate.

Coordinate all requests to enlist volunteers with the Human Resources office. Supervisors of volunteers must take an active part in selecting the volunteers and may wish to hold actual job interviews (an additional learning process for the volunteer). Supervisors must pay considerable attention to proper documentation and laws regarding minors. Supervisors are expected to take steps to ensure compliance with appropriate safety standards regarding the work environment relative to the volunteer.

**Guilford Technical Community College  
Volunteer Assignment of Risk and Release of Liability Form**

In consideration of the opportunity to volunteer with Guilford Technical Community College ("GTCC"),

I, \_\_\_\_\_ acknowledge and state the following:  
(Print) last name first middle

1. I understand and agree that as a volunteer I will not be an employee of GTCC and will not be entitled to receive compensation or any other employee benefit for my services.
2. I understand that some work may entail hard physical labor, heavy lifting, crawling, climbing and other strenuous activity; and that some activities may take place on ladders and building framing other than ground level. I understand that these activities have the risk of physical injury.
3. I certify that I am in good health and physically able to perform this type of work. I am engaging in this project at my own risk. I assume all risk and responsibility for any damage, injury or death to me or to my property, as well as related medical costs and expenses, which I may sustain while involved in this work.
4. I understand that GTCC is not responsible or liable for my personal effects and property and that they will not provide lock up or security for any items. I will hold GTCC harmless in the event of theft or for loss resulting from any source or cause. I further understand that I am to abide by whatever policies, rules, and regulations that are currently in effect at GTCC. (I have signed & attached copies of Key policies - - Anti-Harrassment, etc.)
5. I understand that if I am exposed to sensitive data such as personal identifying information I am bound to protect that information in accordance with college policies and practices.
6. By my signature, for myself, my estate and my heirs, I release, discharge, indemnify and forever hold Guilford Technical Community College, its administrators, faculty, staff and trustees; the North Carolina Community College System, together with their officers, agents, servants and employees; the North Carolina State Government; the Guilford County Government; and any persons involved in administering GTCC programs harmless from any and all claims and/or causes of action arising from my participation as a volunteer, and travel or lodging associated therewith, including any damages which may be caused by their negligence.

\_\_\_\_\_  
\*Volunteer's Printed Name Volunteer's Signature Date

\_\_\_\_\_  
Dept Volunteer will work Title (Volunteer Duty) Name of GTCC Employee to whom volunteer will report

\_\_\_\_\_  
Dates covered by this liability form (from/to)

\_\_\_\_\_  
Volunteer's Street Address City State & Zip

\_\_\_\_\_  
Name of Emergency contact Phone Alternate Phone

\_\_\_\_\_  
Printed name of GTCC representative/witness Signature of representative/ witness Date

**\*If Volunteer is under the age of 18, parent's signature & date:**

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