Once you click on the link for the Volunteer Services Agreement you will be taken to the below page to insert your information, as well as the volunteer and the volunteer’s parent or guardian (if using the Under the Age of 18 form), and department contact (if applicable).

**Supervisor** is the UCF faculty or staff member who is overseeing the volunteer assignment.

First and Last names are required, as well as the use of faculty/staff UCF.edu email.

**Volunteer** is the individual assigned by a UCF faculty or staff member.

First and Last names are required. Email can be the personal email of the volunteer or their Knights email.

This will only show if you select the form for volunteers under the age of 18. This is the parent or guardian of the volunteer.

First and Last names are required. Email can be the personal email of the parent or guardian.

**OPTIONAL:** If your department has an individual who needs to receive an executed copy of the Form, you can put their contact information here.

First and Last names are required, as well as the use of faculty/staff UCF.edu email.
Supervisor (Part 1):

You will see the below instructions and you will be asked to consent for the use of electronic signatures, which are as binding as paper signatures in the State of Florida. You will check the box and select “Continue”.

Next you will need to complete the boxes in RED. These boxes are the same on both forms.

If you do not know the end date, please use the end date of the current semester.

Select only one option. We are required to report this number to the State so it needs to be as accurate as possible.

This name is auto populated based on the name provided on the PowerForm Signer Information page when you initially click on the form link.
You will then click “Finish” and the form will be emailed to the volunteer.

**UCF Volunteer:**

You will receive an email asking you to “Review Document” along with instructions on what you need to review and complete.

Once you click on “Review Document”, you will be taken to the Volunteer Services Agreement with the same instructions as the email, and you will be asked to consent for the use of electronic signatures which in the State of Florida are the same as paper signatures. You will check the box and select “Continue”.
Next you will need to review pages 1 – 3 and if the information on page 2 is correct, click on the “Sign” button on page 3. If the information is incorrect, please contact your supervisor to have the information updated before signing.

6. While a volunteer at UCF, I am subject to UCF policies and procedures and I agree to follow those policies and procedures. Volunteers and visiting scholars working with chemical, biological, radiation hazards require additional training. Please register for Laboratory Safety and/or Biological Safety, and/or Radiation training by visiting [www.ehs.ucf.edu](http://www.ehs.ucf.edu) for upcoming dates and times of training. Online training will take 3-5 days to process your guest ID request. Completion of the safety training is required prior to working. To prevent further delay, please complete the form [http://teach.ucf.edu/forms/guest/](http://teach.ucf.edu/forms/guest/). If you need assistance with registration, please call 407-823-1470.

7. In the event that I believe I am a victim of discrimination, harassment, or retaliation of any kind, I will report such conduct to my primary supervisor, to my department head/dean, to Human Resources, or to the Equal Opportunity Office promptly. Further, I will cooperate in any investigation of such conduct or any other type of alleged misconduct.

Volunteer: ___________________________  Supervisor: ___________________________

You will be prompted to select your signature style before signing. You have the option to use the default or to customize.

Then you will need to complete the boxes in RED. These boxes are the same on both forms.
If Volunteer is under the age of 18, parent or guardian must sign consent form.

VOLUNTEER SERVICES AGREEMENT
FOR VolUNteeR UNdEr THe AgE O f 18
PErSOnAL INFormatIon FOrm

This information is to be kept on file with the supervising department.

Name of Volunteer: Jane Knight

Address:

Phone Number(s):

Email Address: JaneKnight@knights.ucf.edu

Volunteer is a citizen or Permanent Resident of the United States (check one): ☐ YES ☐ NO

If Volunteer is NOT a US citizen or Permanent Resident, please complete below:

Nation of Citizenship (if multiple please include all):

US Visa Permit Type:

Volunteer is 18 year of age or older (check one): ☐ YES ☐ NO

If Volunteer is not 18 or older, consent of parent/guardian is required. Please use Volunteer Services Agreement Consent Form for Volunteer Under the Age of 18.

EMERGENCY CONTACT INFORMATION:

Name:

Address:

Phone Number(s):

Relation to Volunteer:

You will then click “Finish” and the form will be emailed to the volunteers’ parent or guardian, if using the Under the Age of 18 form, or back to the supervisor.
Parent or Guardian of UCF Volunteer (if using the Under the Age of 18 form):

You will receive an email asking you to “Review Document” along with instructions on what you need to review and complete.

Once you click on “Review Document”, you will be taken to the Volunteer Services Agreement with the same instructions as the email, and you will be asked to consent for the use of electronic signatures which in the State of Florida are the same as paper signatures. You will check the box and select “Continue”.

Thank you.
Please Review & Act on These Documents

Blake Lovorn
UCF

Parent or Guardian of UCF Volunteer:
Your son or daughter has accepted a volunteer position at the University of Central Florida. Prior to beginning their service, they are required to review and complete the Volunteer Services Agreement as well as have their parent or guardian sign off. If you could please review and sign on page 5. You will then click "Finish".

From there the form will go to your son or daughter’s supervisor for a final review and signature. Once executed, you will receive a copy of the Volunteer Services Agreement in your email. If you have any questions, please contact your son or daughter’s supervisor.

Thank you.

Next you will need to review pages 1 – 4 and if the information is correct, click on the “Sign” button on page 5. If the information is incorrect, please contact your son or daughter’s supervisor to have the information updated before signing.

VOLUNTEER SERVICES AGREEMENT
CONSENT FORM FOR VOLUNTEER UNDER THE AGE OF 18

Name of Volunteer (printed): Jane Knight
Name of Parent/Guardian (printed): Tom Knight

I am the parent/guardian of Jane Knight, who wishes to provide volunteer services to the University of Central Florida. I have read the Information for Volunteers and the Volunteer Services Agreement. I give my consent to allow my child to provide volunteer services to UCF.

Signature of Parent/Guardian: ____________________________
Date: ____________________________

This information is auto populated based on the information supplied by the supervisor. If incorrect, please contact your son or daughter's supervisor to have it updated.

You will be prompted to select your signature style before signing. You have the option to use the default or to customize.

You will then click “Finish” and the form will be emailed to the supervisor.
Supervisor (Part 2):

You will receive an email asking you to “Review Document” along with instructions on what you need to review and complete.

Once you click on “Review Document”, you will be taken to the Volunteer Services Agreement with the same instructions as the email, and you may be asked to give consent a second time depending on your browser. Either way, you will select “Continue”.

Phone: 407.823.6300 • Fax: 407.823.0146 • Web: ehs.ucf.edu | a division of Administration and Finance
Next you will need to review the Volunteer Services Agreement in its entirety and if the information is correct, click on the “Sign” button on page 3. If the information is incorrect, please update before signing.

6. **While a volunteer at UCF, I am subject to UCF policies and procedures and I agree to follow those policies and procedures.** Volunteers and visiting scholars working with chemical, biological, radiation hazards require additional training. Please register for Laboratory Safety and/or Biological Safety, and/or Radiation training by visiting [www.ehs.ucf.edu](http://www.ehs.ucf.edu) for upcoming dates and times of training. **Online training will take 3-5 days to process your guest ID request. Completion of the safety training is required prior to working. To prevent further delay, please complete the form [http://teach.ucf.edu/forms/guest].** If you need assistance with registration, please call 407-823-1470.

7. In the event that I believe I am a victim of discrimination, harassment, or retaliation of any kind, I will report such conduct to my primary supervisor, to my department head/dean, to Human Resources, or to the Equal Opportunity Office promptly. Further, I will cooperate in any investigation of such conduct or any other type of alleged misconduct.

You will be prompted to select your signature style before signing. You have the option to use the default or to customize.

You will then click “Finish” and a copy of the executed Volunteer Services Agreement will be emailed to the supervisor, volunteer, volunteers’ parent or guardian (if applicable) and Risk Management.
Making Changes to the Agreement (Supervisors Only):

In the email you receive asking you to “Review Document”, you will click on “Review Document”, and be taken to the Volunteer Services Agreement. You may be asked to give consent to electronic signatures again depending on your browser. Either way, you will select “Continue”.

Next you will click on “Other Actions” tab in the upper right hand corner of the page and select “Mark Up”.

![OTHER ACTIONS](image-url)
You will then receive a pop giving you instructions on how to “Markup” the Agreement. Once you have reviewed you will select “Continue”.

Once you have revised a section, you will see an “Initial Button” pop-up. You will need to select this button before you will be allowed to continue completing the Agreement.

In the below example, we have updated the “Place of Volunteer Assignment”, so the “Initial Button” popped-up for us to complete.

Please note that when you make any changes, the Agreement does require that all signers of the document review the changes and also initial before the Agreement can be executed.

For additional questions, please contact Risk Management at 407-823-0206 or 407-823-0648.