

# Southern Nazarene University

**CHARACTER | CULTURE | CHRIST**

## **Stewardship**

*Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. If anyone speaks, they should do so as one who speaks the very words of God. If anyone serves, they should do so with the strength God provides, so that in all things God may be praised through Jesus Christ.*

**1 Peter 4:10-11**

Dear Beloved Volunteer,

We are very excited you have decided to volunteer your services to Southern Nazarene University and to join in the University's mission to make Christlike disciples through higher education. SNU enacts this mission by refining character, creating culture and serving Christ. We sincerely thank you for giving your time and gifting to SNU, truly a fine example of our Live Last philosophy as found in Mark 9:35.

The administration, faculty and staff will be praying for you and with you as you serve alongside of us. May you be blessed through your service to Christ.

In Christ's love,

Gail Collier  
Director of Human Resources  
Southern Nazarene University

## VOLUNTEER SERVICES AGREEMENT

Name of Volunteer:

Department:

Anticipated Date(s) of Service:

Volunteer Duties and Responsibilities/Role:

Please affirm your acceptance of the terms of this Volunteer Services Agreement, stated below, with your signature. We extend our sincere thanks for your valuable contribution of time and service to the University.

1. I agree that my participation in the activities outlined above are solely for personal or external purposes and benefit without promise or expectation of any form of compensation, benefits, or future employment from the University. I agree to work no more than 15 hours per week. Minors and SNU students are not permitted to serve in the capacity of a volunteer.
2. I agree that as a volunteer, my conduct will at all times be in harmony with the Faith and Life Covenant.
3. I agree that I will comply with all University policies, rules, regulations and all local, state and federal laws applicable to my presence at the University and that I will follow the directions and guidance of the department and my supervisor directing my assignment.
4. I agree that as a volunteer, I will not be a University employee for this particular role. I understand and agree that the University and I both have the right to end my volunteer relationship with the University at any time, for any reason, and without advance notice.
5. I understand that to be accepted as a volunteer, I must successfully pass a comprehensive criminal background check, and if driving is a duty for the position, I must possess a valid driver's license and pass a motor vehicle records check.
6. I understand that as a volunteer, I may come in contact with confidential information on employees, alumni, donors, students, and vendors of the University. Accordingly, I agree that I will not disclose any confidential information to any other party without proper University authorization. Further, I agree to complete any required compliance training necessary.
7. I have been provided, read, and agree to abide by the University Technology Policies. I further acknowledge that while utilizing University computing resources, activities may be monitored and reviewed for compliance, and that I have no expectation of privacy while utilizing University computing resources. Any misuse of University computing resources may call for my immediate revocation of access to SNU technology resources and rescission of volunteer status.
8. I understand that as a volunteer, I will not be entitled to any employee benefits or compensation. In this regard, I understand that the University will not provide me with accident or medical insurance, and is therefore not responsible for any accident or medical expenses that I incur in the course of volunteering. I also understand that I am not covered by workers' compensation laws in connection with my volunteer services, unless required by the respective state. I also understand and agree that at no time will I be considered or deemed to be an agent or employee of the University.
9. I affirm that as a volunteer, I will not be serving in any capacity related to or essentially similar to any regular employment role that I may possess with SNU.
10. I understand that as a volunteer, I am prohibited from performing the following activities: operating heavy equipment, working with hazardous materials, working with stored energy (e.g., physical energy stored in air, gas, steam, water pressure, or in springs, elevated machines, rotating flywheels, fans, hydraulic systems, etc.), any activity considered inappropriate for a regular employee of the University, and working with bio-hazards or infectious material unless appropriate training has been received.
11. I understand that payment for volunteer services is not permitted under any circumstance; however, the University retains discretion on whether the individual is reimbursed for actual or reasonable expenses. Reimbursements may not be used as a substitute for compensation. I further agree to release the University from any and all claims to compensation, reimbursement or remuneration related to my volunteer service.
12. As a volunteer, on behalf of myself, my heirs, and my representatives, I hereby release, indemnify, and hold harmless Southern Nazarene University and all of its officers, trustees, agents, and employees from any and all liability, damages, or claims of any nature that arise out of or related to my volunteer activities. I also acknowledge there is a risk of injury from volunteering and using the University facilities and equipment, including the potential for serious injury and death, and I hereby voluntarily assume the risk of any injuries (regardless of severity) and death, which I may incur due to negligence or accidental occurrences while I am volunteering.
13. I am aware of the terms and conditions of this agreement and am signing this agreement of my own free will and without pressure or coercion. Further, by signing this agreement I attest to the fact that I am at least eighteen years of age and that I am competent to sign this agreement and release.
14. I agree that this agreement (along with the accompanying Faith and Life Covenant) sets forth the entire agreement between me and the University regarding my service as a volunteer and supersedes any written or oral understanding, promise or agreement that is not referred to and incorporated in this agreement. I agree that this agreement shall be governed by Oklahoma law and may be changed only by a written document signed by me and an authorized University official.

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

Supervisor's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

*The volunteer should retain a copy of the agreement with the original going to the University's Human Resources Department.*