

**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**  
**NORTHERN CALIFORNIA VETERANS CEMETERY**  
**POST OFFICE BOX 76**  
**IGO, CALIFORNIA 96047-0076**  
**Telephone: (866) 777-4533**



## Volunteer Service Agreement

I, \_\_\_\_\_, under the direction of the \_\_\_\_\_, agree to provide volunteer services. I further understand and agree to the following:

1. The California Department of Veterans Affairs (CalVet) accepts the service of all volunteers with the understanding that such service is at the sole discretion of CalVet. Volunteers agree that CalVet may at any time, for whatever reason, decide to terminate the volunteer's relationship with the agency.
2. You may, at any time, for whatever reason, decide to sever your relationship with CalVet. Notice of such a decision should be communicated as soon as possible to your supervisor.
3. Volunteers are not employees of CalVet.
4. Volunteers are not entitled to any compensation for their services, and you will not be entitled to any benefits from CalVet, including, but not limited to, unemployment benefits.
5. Volunteers will not receive reimbursement for expenses unless it is specifically agreed to by your supervisor, and even then only subject to CalVet's policies and procedures.
6. Volunteer understands that CalVet is not responsible for loss or damage to personal belongings.
7. Volunteer hereby grants non-exclusive permission to CalVet for use of any materials produced for CalVet, including graphics materials, web page designs, narratives, research, compilations, instructional texts, etc. Said materials will become intellectual property owned by CalVet.
8. Volunteer will comply with all policies and procedures, rules and regulations, and with all directives and instructions of CalVet in all matters.
9. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, resident, or other person, or involves overall agency business. Failure to maintain confidentiality may result in termination of the volunteer's relationship with CalVet or other corrective action.

10. Should volunteer willingly and knowingly release confidential information, Volunteer may be liable criminally or civilly for damages as a result thereof and as provided by law.
11. In the event of a workplace injury, worker's compensation coverage will be extended to Volunteers within CalVet. Any job-related illness or injury must be reported promptly to your supervisor. For information regarding workers compensation coverage and reporting requirements, please see the CalVet Human Resources Department.
12. As a member of the CalVet community, you will be subject to CalVet policies on safety and security; non-discrimination, including sexual harassment; equal opportunity; drug and alcohol abuse; intellectual property; confidentiality of records; conflict of interest; etc. You should familiarize yourself with these policies, as well as any departmental policies applicable to you.
13. Volunteer understand that CalVet has a zero-tolerance policy against any type of violence, threat or intimidation, implied or actual in the workplace. Volunteer agrees to comply with this policy, and recognizes that he/she will also be protected by it.
14. Volunteers who do not adhere to the rules and procedures of the agency or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of CalVet materials, abuse or mistreatment of residents, staff, other volunteers or members of the public, failure to abide by CalVet's policies and procedures, and failure to satisfactorily perform assigned duties.
15. As a volunteer, you will not be authorized to act on behalf of CalVet in business matters, such as purchasing, contracts, or contact with media.
16. Once you have made a commitment to a particular department or volunteer assignment, you will perform the tasks assigned to you to the best of your ability.
17. Volunteer is expected to meet time commitments or to provide notice so alternative arrangements can be made.
18. To the fullest extent permitted by law, Volunteer hereby agrees to indemnify, hold harmless and defend CalVet, its officers, directors, affiliates, employees, agents, contractors and/or representatives from and against any and all claims, losses, damages, expenses and all other liabilities arising out of or resulting in whole or in part from your performance or failure to perform under this Agreement. The foregoing indemnity shall include, but not be limited to, court costs, attorney's fees, costs of investigation, costs of defense, settlements, and judgments.
19. If any one or more of the provisions contained in this Agreement is, for any reason, held to be invalid, illegal or unenforceable in any respect, then to the maximum extent permitted by law, such invalidity, illegality or unenforceability will not affect any other provision of this Agreement. This Agreement's

indemnification and confidentiality provisions shall survive termination of this Agreement.

20. I understand and agree that no particular schedule or hours of service are guaranteed for the volunteer work I will perform for CalVet, that CalVet may determine at any time that it no longer needs such volunteer services performed, and that I may decide at any time to end my volunteer activities for CalVet.

21. Volunteers have an assigned supervisor. That supervisor has the sole responsibility to determine tasks, volunteer hours, performance standards and to select and separate volunteers. A volunteer has no right to an appeal process to retain that position.

22. I commit to the following days and/or hours provided below:

Days available: M\_\_\_ T\_\_\_ W\_\_\_ Th\_\_\_ F\_\_\_

Times available: Mornings\_\_\_ Afternoons\_\_\_ Evenings\_\_\_

Length of Assignment Desired: 3 months\_\_\_ 6months\_\_\_ 6-12 months\_\_\_

Special Projects\_\_\_ On-call\_\_\_ Over a year\_\_\_

I acknowledge and understand the Volunteer Service Agreement and I hereby volunteer to perform the duties assigned and to the time commitment that I have provided to CalVet.

\_\_\_\_\_  
Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief of Operations, Veterans Services Div.

\_\_\_\_\_  
Date

CalVet/Northern California Veterans Cemetery  
VOLUNTEER APPLICATION

Are you applying to be a Volunteer  
or VA Work Study? Circle one

Please Print All Information  
All personal information is kept confidential

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

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Physical Requirements/Limitations \_\_\_\_\_  
If no limitations, please write in "none"

**EXPERIENCE**

(e.g., employment, volunteer, skills, special training)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What type of services would you like to provide? Please list in order of preference.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

How many hours per week/month can you donate? \_\_\_\_\_ Start Date \_\_\_\_\_