



## STUDENT VOLUNTEER SERVICES AGREEMENT

Between

\_\_\_\_\_ And \_\_\_\_\_  
Educational Institution Immigration and Customs Enforcement

This agreement provides the basis for mutual understanding between the above parties in matters relating to volunteer service of students who are enrolled in the educational institution and who will be assigned to work sites within ICE.

### ***Purpose of the Volunteer Service Agreement***

The anticipated result of this agreement is that each party will assist the other in the accomplishment of its program objectives. For the institution it is recognized that such objectives are primarily educational in nature. While concerned with providing the opportunity to gain familiarity with the organization and functions of ICE, and Federal employment in general, ICE must also be primarily concerned with assuring and maintaining the efficiency of the agency through the effective use of volunteer services to assist in the accomplishment of the ICE mission.

### ***Responsibilities of ICE***

1. Designate a staff member to maintain liaison with the educational institution.
2. Inform the institution of available volunteer opportunities.
3. Establish volunteer schedules, which accommodate the academic calendar of the institution and enable the students to meet the requirements of both the institution and the agency for completion of the program.
4. Select appointees from among students referred by the institution without any discrimination on basis of race, ethnic background, creed, national origin, sex or age.
5. Process all personnel actions relating to the student's volunteer appointment.
6. Respond promptly to referrals of students by the institution.
7. Relate volunteer assignments as fully as possible to each student's major areas of study and make every effort to maximize the student's learning from their volunteer service experience.
8. Place students under competent supervisors and orient them to the work environment and the conditions governing Federal employment.
9. Conduct periodic appraisals of each student's performance and provide counseling that will improve performance.
10. Provide needed reports to the institution on student attendance and performance.

11. Notify the institution as far in advance as possible of the agency's intent to terminate a student's volunteer service.

### ***Responsibilities of the Educational Institution***

1. Designate a representative to work with the agency liaison officer.
2. Inform all likely student candidates of the agency's volunteer service opportunities.
3. Refer all interested and qualified candidates to the agency without discrimination, including veterans discharged under honorable conditions.
4. Correlate volunteer service and study in a manner that will assure maximum learning on the part of each student.
5. Furnish the agency with requested information about the student's fields of study and academic standing.
6. Inform the agency of any change in a student's status, including termination of study, change to less than half-time enrollment, shifts to other major areas of study, and failure to maintain required standards of the institution.

### ***Student Eligibility***

1. Be at least 16 years of age and meet all requirements of appropriate Federal, state, and local laws and standards applicable to using the services of minors.
2. Be enrolled on at least a half-time basis in a high school, technical or vocational institute, junior college, college, university, or comparable recognized educational institution as required by federal law.
3. Be recommended for the volunteer appointment by the appropriate staff of the educational institution. Because volunteer service is with the permission of the institution, such appointment must be terminated if such permission is withdrawn.
4. Meet the security requirements for the volunteer assignment. The minimum requirements for ICE is a post-appointment National Agency Check with Written Inquiries for those volunteers performing "non-sensitive" duties. A pre-appointment full-field investigation must be conducted on any volunteer who will be assigned "sensitive" duties.

### ***Conditions of Appointment***

1. Volunteer service is uncompensated. Appointments will be documented "Volunteer Service – without compensation."
2. Students participating are not considered to be Federal employees, for any purpose other than for purposes of the Federal Tort Claims provisions and injury compensation for injuries sustained during the performance of work assignments.
3. Volunteer service is not creditable for leave accrual or any other employee benefits. However, the total service will be documented upon termination to provide a record of the student's experience.
4. By acceptance of the volunteer appointment, the student accepts the responsibility to notify ICE in a timely manner concerning the discontinuing of volunteer service.

5. Completion of a period of volunteer service imposes no obligation upon the Federal Government to provide an offer of employment.

***Termination of Appointment***

A student volunteer's appointment may be terminated at any time for any of the following reasons:

- Resignation
- Change to a curriculum which will not qualify for the volunteer assignment, such as taking less than a half-time course load
- Suspension, expulsion or withdrawal from the educational institution
- Unsatisfactory work performance
- Failure to maintain academic standards
- Inability of the agency for administrative reasons to retain the student in the volunteer assignment.

***Conditions of Agreement***

The conditions of this agreement are in conformity with Federal regulations. It is understood, however, that they at no time supersede, alter or take the place of such regulations. Many of the conditions are subject to immediate change by new legislation or policy revisions and are mandatory. Changes, which are not required by new laws or regulations, will be made only by mutual consent of the agency and the institution.

**FOR STUDENT**

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Proposed Graduation Date

**FOR EDUCATIONAL INSTITUTION:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**FOR FEDERAL AGENCY:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date