

Honorarium Volunteer Agreement Form

The completion of this form is necessary and mandatory for you to receive an honorarium from your volunteer organization(s). This agreement is made on the date below between the below-named individual and Lewis & Clark College.

In exchange for the opportunity to volunteer for Lewis & Clark College, I agree to the following terms and conditions.

1. I will be performing volunteer work for Lewis & Clark College ("College") without any expectation or contemplation of pay. I am donating my services of my own free will because of my interest in supporting the College and its mission.
2. I understand that I am not an employee of the College and I have no expectation of an employment relationship, whether expressed or implied.
3. I understand that I will not receive any wages, compensation or College benefits in exchange for my volunteer service. In addition, I understand that I may only receive a nominal honorarium, which is meant to defray any travel and incidental expenses incurred when carrying out my volunteer service.
4. I understand that the honorarium, if any, is reportable to the IRS. Volunteers receiving more than \$600 per year in honorariums may be obligated to pay income tax and no such tax has been withheld from the honorarium amount. Lewis & Clark College will file IRS Form 1099 for volunteers who meet these criteria. Volunteers are responsible for filing IRS Form 1099 with their tax return.
5. I understand that my volunteer service is not for a fixed period of time and that the College may release me as a volunteer without prior notice and for any reason.
6. I understand that the supervisor will determine the duties and responsibilities associated with my volunteer service.
7. I agree to follow the directions of the supervisor and comply with College policies and procedures when carrying out my volunteer service.
8. I understand that the College provides workers' compensation insurance for volunteers. If I am injured, I am responsible for my own health care costs, whether or not covered by industrial insurance. On behalf of myself, my heirs, and my representatives, I agree to release, indemnify, and hold harmless the College, its trustees, officers, agents, employees, volunteers, and students from any and all liabilities, damages, or claims of any nature that arise out of or are related to my volunteer service, including traveling to and from the service location or related activities.

9. To the extent I am not a citizen or permanent resident of the United States, I certify that I have an appropriate visa status that authorizes me to be present in the United States and participate in this volunteer experience.
10. I will not remove or disclose any proprietary or confidential information, without prior written consent from the College.
11. This Volunteer Agreement and Release is the entire agreement of the parties with respect to this matter. No representations have been made or relied on by either party, other than those expressly provided for in this agreement.

RELEASE

I release the College and its trustees, officers, employees, agents, and representatives from any and all claims, demands, damages or rights of action for any injuries or property damage or loss I suffer arising out of my participation in the volunteer activities described in this agreement.

I understand the terms and conditions of this agreement and am signing this agreement of my own free will.

First and Last Name: _____

Student Organization: _____

L&C Student:

☐ Yes

☐ No

L&C ID Number: _____

Mailing Address (include city, state, and zip code): _____

Cell Phone Number: _____

Service Term (e.g., September 2023): _____

SIGNATURE: _____ Date: _____

Be sure to complete the check request reimbursement form as well as provide a completed W9 OR W8-BEN tax form along with this volunteer agreement form.

Office of Student Engagement
go.lclark.edu/engagement