

Student Volunteer Service Agreement

(Educational Institution & Address)

(DEA Division Office and Location)

This agreement provides the basis for a mutual understanding between the above parties in matters relating to the Student Volunteer Service Program. Each of the above parties will assist the other in meeting the program objectives.

DEA's objectives are:

- To encourage student interest in careers with DEA.
- To support students in gaining experience to supplement their education.

DEA's responsibilities are:

- To provide a meaningful work experience to the student volunteer.
- To keep a record of the student volunteer's attendance and performance.

School responsibilities are:

- To permit students to participate in the program.
- To inform DEA of changes in a student's status that may affect their eligibility for the program.

Student responsibilities are:

- To perform the work assigned in the most competent manner possible.
- To abide by the rules and regulations of DEA activity to which assigned.

Student Eligibility:

- A student must be in good standing academically, maintaining a grade point average of 2.5 or higher and receive no grade below average (C or equivalent) and eligible to continue as an enrolled student in their respective institutions.
- Enrolled at least half-time in an accredited high school, trade school, technical or vocational institute, junior college, college, university, or comparable accredited Educational Institution. A student may not be enrolled less than half-time.
- When in doubt, the Student Volunteer Coordinator should obtain written certification from the school that the student is enrolled at least half-time. Students enrolled in correspondence courses, auditing courses without credit, or enrolled in short-time non-accredited programs are not eligible.

Student Age:

- Volunteer service must conform to Federal, state, and local laws and standards pertaining to the services of minors. The minimum age is normally 18; however, when all of the stated conditions for voluntary service are met, the minimum age is 16. Any employment certificates or work permits required by State or local authority must be obtained.

Student Status:

- Students participating under the Student Volunteer Service Program are not considered Federal employees for any purposes other than:
 - The Federal Tort Claims provisions published in Title 28 U.S.C. §§ 2671 through 2680; and (Claims arising as a result of student participation should be referred through the DEA Office of Chief Counsel to the DOJ).
 - Title 5 U.S.C. Chapter 81 provisions relative to compensation for injuries sustained while performing work assignments. (Refer claims related to injuries through DEA's HRR, Employee Relations Unit, Safety and Workers' Compensation Unit, and the United States Department of Labor, Office of Workers' Compensation Programs)
- Student services may or may not be credited for educational purposes.
- The DEA may end this agreement at any time and for any reason it believes to be in the best interest of DEA.

Proposed work schedule:Proposed work schedule:

Student Volunteer Coordinator (Name and Title)

School Representative's Signature (Name and Title)

Student Volunteer Signature