



## DoDEA Volunteer Program

### DoDEA Volunteer Program:

There are many volunteer opportunities for interested community members, and/or parents, to get involved with their student's education through DoD-sanctioned programs. Many volunteers are active-duty military or former military members, retired DoD civilian or military personnel, or family members, with most having been vetted or approved to have a DoD Common Access Card. The majority of volunteers serve as sports coaches, instructors, or mentors, while being supported, and at times, in Line of Sight (LOSS) of other parents or staff during practices and programs.

**There are two types of volunteers: Specified and Non-Specified. Please be aware that Landstuhl Elementary School only accepts Non-Specified volunteers.**

*\*All volunteers must sign a Volunteer Agreement, DD Form 2793*

### Non-Specified Volunteers:

These are individuals who have infrequent contact or interactions in a controlled and limited duration activity between adults and minors, such as participating in one-time activities or events. Such contacts are not subject to background checks, but adults' presence at such activities or events must be under LOSS at all times. For example, individuals designated as Non-Specified Volunteers, such as field trip chaperones with monitored access and of a limited duration (e.g., 3 to 5 hours), would fall into this category. Non-Specified Volunteers are handled at the desired schools by the Volunteer Coordinator and Principal in accordance with DoDi 1100.21 and DoDi 1402.05.

### Minors who wish to Volunteer:

Student volunteer, ages 12-17 years of age are allowed to volunteer; for educational purposes only (i.e. academic tutors, or coaching).

These individuals must always work under LOSS.

Minors are considered Non-Specified Volunteers.

**Foreign National Volunteers:**

Foreign Nationals who desire to volunteer must always work under LOSS as a Non-Specified Volunteer.

These individuals are to only be worked by the school's designated Volunteer Coordinator, where the potential volunteer wishes to help.

**Specified Volunteers:**

These are individuals who donate their time in a position involving extensive, frequent, or recurring unsupervised interaction with a student or students under the age of 18 (e.g., coach, long-term instructors, overnight activities with children or youth, etc.) and designated by the DoD Component Head.

Specified school volunteers shall complete the "Basic Criminal History and Statement of Admission," DD Form 2981 and must undergo the following background checks:

- (1) Advanced FBI Fingerprint Report
- (2) Installation Records Check (IRC)/Family Advocacy Program (FAP)

Self-Reporting: Specified Volunteers must sign and certify the DD Form 2981, that they have not been arrested, charged, or convicted by Federal, State, or Local authorities for any violation of any Federal, State, County, or Municipal law or met the Family Advocacy criteria for child maltreatment in the past year for any crimes or offenses enumerated in Block 6 of DD Form 2981. They must report immediately to their respective component designee subsequent automatic disqualification criteria.

# Student Name:

FOR OFFICIAL USE ONLY

## VOLUNTEER AGREEMENT FOR

APPROPRIATED FUND ACTIVITIES  NONAPPROPRIATED FUND INSTRUMENTALITIES

### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 1588, Authority to accept certain voluntary services; 5 U.S.C. 3111, Acceptance of volunteer service; and DoDI 1100.21, Voluntary Services in the Department of Defense.

**PRINCIPAL PURPOSES(S):** To acknowledge and document Volunteer Agreement for Appropriated Fund Activities or Nonappropriated Fund Instrumentalities before a statutory individual is allowed to provide volunteer services.

**ROUTINE USES:** There are no specific routine uses anticipated for this information; however, it may be subject to a number of proper and necessary routine uses that are identified in each of the following systems of records notices: (1) A0608b DFSC, Personal Affairs: Army Community Service Assistance Files (at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DoD-wide-SORN-Article-View/Article/570084/a0608b-cfsc/>); (2) NM01754-2, DON Family Support Program Volunteers (at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DoD-wide-SORN-Article-View/Article/570427/nm01754-2/>); and (3) F036 AFDP, Family Services Volunteer and Request Record (at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DoD-wide-SORN-Article-View/Article/569815/f036-af-dp-c/>).

**DISCLOSURE:** Voluntary; however, lack of a signed Volunteer Agreement will limit Government support and eliminate certain benefits to individuals donating voluntary services to Appropriated Fund Activities and Nonappropriated Fund Instrumentalities.

### PART 1 - GENERAL INFORMATION

1. <b>NAME OF VOLUNTEER</b> (Last, First, Middle Initial)	2. <b>NAME OF PARENT/GUARDIAN</b> (If volunteer is under age 18) (Last, First Middle Initial)	3. <b>VOLUNTEER IS</b> (Select one) <input type="checkbox"/> AGE 18 OR OVER <input type="checkbox"/> UNDER AGE 18
4. <b>TELEPHONE NUMBER</b> (Include Area Code)		5. <b>E-MAIL ADDRESS</b>

### PART II - VOLUNTEER ASSIGNMENT (to be completed by Accepting Official)

6. <b>INSTALLATION/COMPONENT ACTIVITY</b>	7. <b>ORGANIZATION/UNIT WHERE SERVICE OCCURS</b>	8. <b>PROGRAM WHERE SERVICE OCCURS</b>	9. <b>ANTICIPATED DAYS OF WEEK</b>	10. <b>ANTICIPATED HOURS</b>
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11. **DESCRIPTION OF VOLUNTEER SERVICES**

### PART III - VOLUNTEER CERTIFICATION

#### 12. CERTIFICATION

I expressly agree that my services (or those of my minor child) are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, to participate in any training required to perform assigned voluntary duties, and to follow all installation, unit and organization rules and procedures applicable to the voluntary services I (or my minor child) will be providing.

a. <b>SIGNATURE OF VOLUNTEER</b>	b. <b>SIGNATURE OF PARENT/GUARDIAN</b> (if volunteer is under age 18)	c. <b>DATE SIGNED</b> (YYYYMMDD)
13.a. <b>NAME OF ACCEPTING OFFICIAL</b> (Last, First, Middle Initial)	b. <b>SIGNATURE</b>	c. <b>DATE SIGNED</b> (YYYYMMDD)

### PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR AND SIGNED BY VOLUNTEER

14. <b>AMOUNT OF VOLUNTEER TIME DONATED</b>	a. <b>YEARS.</b> (2,087 hours = 1 year)	b. <b>WEEKS</b>	c. <b>DAYS</b>	d. <b>HOURS</b>	15. <b>SERVICE END DATE</b> (YYYYMMDD)
16.a. <b>VOLUNTEER SIGNATURE</b>	b. <b>PARENT/GUARDIAN SIGNATURE</b> (If volunteer is under age 18)	17.a. <b>NAME OF SUPERVISOR</b> (Last, First, Middle Initial)	b. <b>SUPERVISOR'S SIGNATURE</b>	c. <b>DATE SIGNED</b> (YYYYMMDD)	