

STUDENT ORGANIZATION VOLUNTEER AGREEMENT

The Student Organization requesting to volunteer for this event agrees to:

1. Contact the event coordinator within 24 hours of receiving notice from E-Council as being selected.
2. Provide the required number of volunteers.
3. Confirm task requirements with event coordinator.
4. Be prompt and cover the entire event or portions agreed to in advance.
5. Log volunteer hours on this agreement.
6. Acquire signature from event coordinator.
7. **Be Respectful to ALL who are coordinating event or attending the event.**
8. Be flexible and helpful if unforeseen circumstances require changes in tasks.

Volunteer Event

Volunteering Event Name: _____ Event Date: _____

Event Coordinator Name (Print): _____ Email: _____

Responsible Party for Student Organization who will coordinate that all volunteers follow the above terms for funding:

Name: _____ Phone: _____ Email: _____

	Volunteer Name	Student Organization	Begin Time	End Time
1				
2				
3				
4				
5				

My signature below confirms to E-Council that volunteers were on time and performed event tasks as requested.

Event Coordinator Signature

Date

Please email an image of this document to engineerscouncil@osu.edu or turn in to Hitchcock Room 122