

Undergraduate Association of Computing Science

Volunteer Contract

The following is an agreement between

UACS

and

Volunteer's Name

UACS lives and breathes on the help of volunteers who help provide support for the community on a regular basis and during various projects and events. However, with great power comes great responsibility. By agreeing to volunteer for UACS, I become a representative of UACS and understand that I must behave in a sufficiently professional manner with the due respect to UACS, its patrons, and to other volunteers.

1. As a Volunteer, I will:
 - a. Be held accountable for anything I do during the academic semester of _____.
 - b. Adhere to the University Student Code of Conduct, the UACS Constitution, and any additional rules of UACS.
 - c. Be a role model for other individuals.
 - d. Clearly communicate to UACS executives if my ability to perform my duties changes.
 - e. Be respectful and considerate to all patrons, both old and new students alike.
 - f. Be welcoming to new students who are interested about UACS and the room.
 - g. Perform other volunteer duties as asked or required, which includes but is not limited to Buck-A-Burger, LAN Party, and Room Sitting.

2. UACS understands and recognizes the valuable contributions made by Volunteers. The service therefore agrees to:
 - a. Treat all volunteers professionally, with respect, and seriously consider all feedback and concerns.
 - b. Provide volunteers with basic training and opportunities for ongoing training.
 - c. Provide volunteers with a safe and encouraging volunteer experience.
 - d. Clearly communicate any changes in policy, procedure, or direction to volunteers.
 - e. Inform volunteers of any concerns regarding skill level, attitude, or policy and procedure adherence, and provide constructive feedback and opportunity for growth.
 - f. Recognize and appreciate volunteers' contributions to the service.
 - g. Provide references for volunteers who meet their commitments and have been associated with UACS for at least four consecutive months.

3. My contract with UACS may be terminated if:
 - a. I fail to adhere to the terms of this agreement.
 - b. I fail to adhere to the University Student Code of Conduct
 - c. I am under the influence of alcohol, cannabis, or other drugs during my shift.
 - d. I am repeatedly unsuccessful in integrating feedback regarding skill level, attitude, or policy and procedure adherence.
 - e. I have conflicting interests and/or commitments that inhibit my ability to perform duties at the discretion of management.
 - f. I do not comply with UACS client policy, which is defined as:
 - i. Be supportive of anyone inside UACS
 - ii. Ensure that UACS is a safe space for all
 - iii. Treat everyone in UACS with respect and dignity
 - iv. Help students to the best of your ability

- g. Offenses will use the Volunteer Progressive Discipline Policy with the following criteria:
- i. **Unsatisfactory Performance:** A volunteer fails to perform their job in a satisfactory manner as determined by their portfolio supervisor.
 - ii. **Misconduct:** A volunteer engages in conduct that is contrary to the efficiency and safety of the workplace as determined by their portfolio supervisor or Human Resources.
 - iii. **Negligence:** A volunteer is consciously or unconsciously negligent. This includes unconscious negligence that results in a volunteer's failure to perform their job to a satisfactory level and conscious negligence where a volunteer knowingly neglects a duty resulting in either unsatisfactory job performance or workplace misconduct.
- h. UACS Exec reserve the right to terminate any volunteer with sufficient cause.

Room Sitter Section:

(Only valid if you are signing to be a room sitter)

4. As a room sitter, I will follow all of the general volunteer rules above and in addition I will:
- a. Spend at least one hour each week in the UACS office.
 - b. Uphold the rules of the room, as found in the Data General Binder in the UACS office.
 - c. Watch over the store and money box, put away large bills into the slot hole in the safe and put the money box in the finance cupboard when closing the room.
 - d. Be given access to the room. This will be revoked upon failure of my duties or at the end of the semester, whichever comes first.
 - e. If I have designated room sitting hours, and cannot make them for any reason, I will contact UACS Executives to let them know as soon as I can.

 Roomsitter Signature

 Date/Time (yyyy/mm/dd)

By signing this contract, I confirm that I have read, am of sound mind, sober, and understand my responsibility as a volunteer of UACS. I will abide by everything outlined above to the best of my ability. By signing, I accept that failure to do so will result in the termination of my position with UACS, as well as possible repercussions depending on the nature of the incident.

This contract is valid from the date it is signed by the receiving UACS Executive, until the end of the academic semester.

 Volunteer Position

 Receiving UACS Executive Name

 Volunteer Name

 Receiving UACS Executive Signature

 Volunteer Signature

 Date (yyyy/mm/dd)

 Date (yyyy/mm/dd)