

**UNITED STATES DEPARTMENT OF STATE  
VOLUNTARY SERVICE AGREEMENT**

The Civil Service reform act of 1978 authorized Federal Agencies to establish programs designed to provide educationally related work assignments for students in a nonpay status. The act provides that heads of agencies may accept, subject to regulations issued by the Office of Personnel Management, volunteer service for the United States if the service (1) is performed by a student, with permission of the institution at which the student is enrolled; (2) is to be uncompensated; and (3) will not displace any employee.

A student participating under an agency volunteer program is not considered to be a Federal employee for any purposes. Service is not creditable for leave accrual or any other employee benefits.

This arrangement would be subject to termination at any time at the discretion of the Mission.

**RESPONSIBILITIES OF THE STUDENT**

Stay enrolled at least on a half-time basis in the educational institution;

Adhere to the same standards of conduct as regular employees;

Understand their relationship with the Mission as being that of a guest to a host and that they are not considered Federal employees;

Demonstrate the capacity to perform the assignments to be provided;  
and

Ability to pass a thorough security and medical certification process.

## **RESPONSIBILITIES OF THE SCHOOL/UNIVERSITY**

Designate a representative to work with the U.S. Mission's Personnel Officer or designate;

Inform all likely student candidates of the Mission's student intern opportunities;

Refer all interested and qualified candidates to the U.S. Mission without discrimination;

Correlate work and study in a manner that will assure maximum learning on the part of each student;

Furnish the U.S. Mission with requested information about the student's field of study and academic standings; and

Inform the U.S. Mission of any change in a student's status, including termination of study, change from full-time to part-time enrollment and failure to maintain required standards of the institution.

## **RESPONSIBILITIES OF THE U.S. MISSION**

Designate a staff member to maintain liaison with the educational institution;

Inform the institution of available student internships;

Establish work schedules that accommodate the education calendar of the institution and enable the students to meet the requirements of both the institution and the Mission for completion of the program;

Select appointees without discrimination on the basis of race, ethnic background, creed, national origin, sex or age;

Meet with the student periodically to discuss the student's progress and resolve issues of concern; and

Keep all necessary records/evaluations.

The U.S. Consulate General Guadalajara hereby agrees to provide the student named below with orientation, and practical work experience, with no compensation. Position is volunteer based only. There is no commitment on the part of the Mission to employ this student.

1. Name of Student: \_\_\_\_\_

2. Class Status (i.e. Junior): \_\_\_\_\_

3. Name of Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

4. Beginning Date: \_\_\_\_\_ 5. Ending Date: \_\_\_\_\_

6. Duty Hours: \_\_\_\_\_ 7. Work Days: \_\_\_\_\_

As a representative of the U.S. Consulate General in Guadalajara, I approve the terms of this agreement and pledge the support of the Mission, in fulfilling the agreement.

8. Name of U.S. Mission Representative: \_\_\_\_\_

9. Signature of Mission Representative: \_\_\_\_\_

10. Date Signed: \_\_\_\_\_ 11. Phone Number: \_\_\_\_\_

12. Name of School representative: \_\_\_\_\_

Title: \_\_\_\_\_

13. Signature of School representative: \_\_\_\_\_

14. Date Signed: \_\_\_\_\_ 15. Phone Number: \_\_\_\_\_

16. Signature of Student: \_\_\_\_\_ 17. Date Signed: \_\_\_\_\_