THELMA D. DRAKE



United States Representative • Second District of Virginia

STUDENT VOLUNTEER SERVICE AGREEMENT Section I – Assignment Data

Student's Name:			
Student's Address:			
Student's Home Telephor	ne:		Other Telephone:
Educational Institution:			
Academic Level: O Une	dergraduate	O Graduate	O Non-Degree Seeking
Academic Discipline:			
Assignment Location:	Office of Congr • Washington 1208 Longwort Washington, D	ı, D.C. h Building	elma Drake O Virginia Beach District Office 4772 Euclid Road, Suite E Virginia Beach, Virginia 23462
maintenance, the office corres	pondence managem and taking messag	ent system (Intr es; opening, stan	handling word processing, database anet Quorum), filing, faxing; greeting ping, sorting and logging incoming mail; nd, with office projects.
Proposed Duration of Ass (Specifics will be discussed during the intervi- following submission of application material	ew process,	o Fall 20 o Spring 20 o Summer 20_	

Section II – Student's Agreement

I understand that:

I will NOT receive pay or other compensation for services rendered;

I am NOT considered to be a Federal employee for any purpose other than for purposes of the Federal Tort Claims provisions published in 28 U.S.C. 2671 through 2680, and U.S.C., Chapter 81, relative to compensation for injuries sustained during the performance of work assignments;

I am to conduct myself with honesty and integrity in the performance of my duties;

I am to consciously safeguard Government business, which is not for public information;

This agreement may be terminated at any time by myself or the Office of Congresswoman Drake; and that

A record of my attendance is my own responsibility; however, an evaluation of my performance will be provided to me and my educational institution when my work assignment is completed.

Signature of Student	Date	
Section III – Supervisor's Agreement		

Section III – Supervisor's Agreement I certify that:

Supervision of the Student Volunteer will be provided and a written evaluation of the student's performance will be provided to the student and educational institution at the end of this assignment should the assignment be tied to educational credit *only*;

The volunteer services to be performed by the student, as outlined in this Volunteer Service Agreement, will not displace any employee or supplant the normal and regular duties of paid employees; and,

The volunteer services to be performed by the student will not result in any direct or indirect benefit to the student's sponsoring organization or anyone else with whom the individual is affiliated, other than broadening the individual's knowledge through service of significant educational benefit.

Signature of Supervisor	 Date

Section IV – Reference Check

Reference's Name:					Date:	
Reference's Work Telephone:		_ M	lisc. Tel	ephone:	:	
Background:(Including Educational Institution, Academic Level, etcetera)	,					
How long have you known this car						
What capacity have you known th	e individual? _					
Please list five adjectives that best						
In your opinion, how will the cand						
Please rate the candidate in the foll						
Maturity	- 1	2	3	4	5	
Respect for Others	1	2 2 2	3	4	5	
Honesty	1	2	3	4	5	
Tactfulness	1	2	3	4	5	
Discretion	1		3			
Work Habits	1	2	3	4	5	
General Appearance	1	2		4	5	
Organizational Skills	1	2	3	4	5	
Emotional Stability	1	2			5	
Motivation	1	2		4	5	
Flexibility	1	2	3	4	5	
Would you recommend the candid						
With some reservation	Without reservation				Enthusiastically	
Please add a few comments as to w	hy you believ	e this ap	plicant	would	or would not make a	