



DUAL CREDIT / INTERN / VOLUNTEER / NON-EMPLOYEE REGISTRATION PACKET

Please check one:  Dual Credit  Intern  Volunteer  Non – Employee

If Non – Employee:  Campus Security  Instructional  Other: \_\_\_\_\_

Please note which Department and Supervisor where you will be interning or volunteering:

\_\_\_\_\_

Dear Prospective Dual Credit, Intern, Volunteer or Non - Employee:

Thank you for your interest in becoming a Dual Credit, Intern, Volunteer or Non-Employee at Kishwaukee College or one of our Affiliate Organizations! We want to make it as easy as possible to authorize you as a Dual Credit, Intern, Volunteer or Non - Employee with our programs. Recognizing our high responsibility to our students, we require that all who will be working with our students, employees, volunteers, or community stakeholders undergo routine background screenings.

The attached documents will begin the process of authorizing you as an intern, volunteer, or non-employee with our organization(s).

Below is a checklist and description of the required forms that must be completed prior to your start date as a volunteer.

**Registration Form** – Please provide as much information as possible about your interest, preferences, and availability. Submit this form, along with the packet paperwork to department of Human Resources.

**Background Investigation Authorization & Release** - Kishwaukee College requires that all prospective interns and volunteers undergo a criminal background investigation. Please make sure that you complete and sign this form. No person can intern or volunteer until a successful background check has been returned. Submit this form, along with the packet paperwork to department of Human Resources. *(Exempt from this registration are sworn police officers assigned as Campus Security and Dual Credit Instructors).*

**Release Form** – All prospective Interns, Volunteers or Non - Employees must agree to the terms and conditions of your assignment as an intern or volunteer for our institutions. *(Exempt from this registration are sworn police officers assigned as Campus Security).*

**Acceptable Use Form** – From time-to-time Interns, Volunteers or Non – Employees may be required to access the network resources provided by Kishwaukee College. **All Interns, Volunteers & Non – Employees are required to adhere to the acceptable uses of accessing our network.**

**Resume/Transcripts** – If you are authorized as a Non – Employee Instructional Member; please include your resume and official transcripts for the area you will be teaching.

When these forms are completed and turned into Human Resources; a copy of these documents will be provided to the division or program coordinator to whom the Intern, Volunteer or Non - Employee will be reporting.

KC Staff/Affiliate: Intern/Volunteer/Non-Employee Start Date: \_\_\_\_\_ Expected End Date: \_\_\_\_\_

Thank you again for your interest in Kishwaukee College and our Affiliate Programs!



DUAL CREDIT / INTERN / VOLUNTEER / NON-EMPLOYEE REGISTRATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Phone: Daytime: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ DOB: \_\_\_\_\_

Intern/Volunteer Profile:

In what capacity are you volunteering? (Name of Organization/Division, if any)

- Division/Academic/Program Volunteer: \_\_\_\_\_
Community/Organization Member: \_\_\_\_\_
College/Graduate Student: \_\_\_\_\_

Educational Level:

- High School/GED
Some College/College Graduate
Retiree of Kishwaukee College or its affiliates

Availability:

- Spring Semester
Summer Semester
Winter Semester

Time Availability:

- Morning (\_\_\_\_\_ to \_\_\_\_\_) Mon. Tues. Wed. Thurs. Fri. Sat. \_\_\_\_\_ hours/week
Afternoon (\_\_\_\_\_ to \_\_\_\_\_) Mon. Tues. Wed. Thurs. Fri. Sat. \_\_\_\_\_ hours/week
Evening (\_\_\_\_\_ to \_\_\_\_\_) Mon. Tues. Wed. Thurs. Fri. Sat. \_\_\_\_\_ hours/week

Areas of Interest:

- Math/Business/Science, Reading/Literacy/Writing, Foreign Language, Art/Visual Arts, Music/Drama/Dance, Other: \_\_\_\_\_
Mentoring, Technology Support, Technology Training, Admin. Support, Athletics
After School Programs, Building/Grounds Projects, Competition Judge, Career Activities/Guidance, Student Activities

Have you ever volunteered with young children before? Yes No

Language(s) other than English you speak? \_\_\_\_\_

Any other skills you may be able to offer? \_\_\_\_\_

Today's Date: \_\_\_\_\_

If you are applying as an Dual Credit Instructor, please include:

- Resume Official Transcripts



**INTERN/VOLUNTEER AGREEMENT AND RELEASE FROM LIABILITY**

1. I, [\_\_\_\_\_], agree to provide services for Kishwaukee College, or affiliates, as a volunteer from [Date: \_\_\_\_\_ to \_\_\_\_\_].
2. As a volunteer, I understand that I control the dates and times when I do the work and that Kishwaukee College or its affiliates are not responsible for scheduling my volunteer work. I am expected, however, to inform Kishwaukee College or its affiliates of my availability for assigned projects or duties. I also understand that I will not be compensated for any time spent volunteering, nor am I entitled to benefits, including employment insurance benefits upon the termination of this agreement or as a result of this service.
3. I am aware that participation as a volunteer may require periods of certain physical exertion, i.e., standing, lifting, and carrying up to 40 pounds, and will require the exercise of reasonable care to avoid injury. I am voluntarily participating in this activity with knowledge of the hazards and potential dangers involved and agree to accept any and all risks of personal injury and property damage.
4. As consideration for volunteering for Kishwaukee College or affiliates, I hereby agree that I, and my assignees, heirs, guardians, and legal representatives, will not make claim against or sue Kishwaukee College or its affiliates or its employees, agents or contractors for injury or damage resulting from the negligence, whether active or passive, or other acts, however caused, by any of its officers, employees, agents, or contractors of Kishwaukee College or its affiliates as a result of my volunteering.

I HEREBY RELEASE AND DISCHARGE **KISHWAUKEE COLLEGE OR ITS AFFILIATES** AND ITS OFFICERS, EMPLOYEES, AGENTS AND CONTRACTORS FROM ALL ACTIONS, CLAIMS, OR DEMANDS THAT I, MY HEIRS, GUARDIANS, AND LEGAL REPRESENTATIVES NOW HAVE, OR MAY HAVE IN THE FUTURE, FOR INJURY OR DAMAGE RESULTING FROM MY PARTICIPATION IN THE PROJECT.

5. I UNDERSTAND THAT IF I AM INJURED IN THE COURSE OF THE PROJECT, I AM NOT COVERED BY **KISHWAUKEE COLLEGE OR IT'S AFFILIATES'** WORKERS' COMPENSATION PROGRAM. I authorize Kishwaukee College or its affiliates to seek emergency medical treatment on my behalf in case of injury, accident, or illness to me arising from my involvement as a volunteer. I understand that I will be responsible for medical costs incurred by such accident, illness, or injury.
6. I understand that the materials and tools provided by Kishwaukee College, or its affiliates are and remain the property of Kishwaukee College or its affiliates, and I agree to return these tools and any remaining materials to Kishwaukee College or its affiliates at the end of my volunteer service.
7. I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY, AND SIGN IT OF MY OWN FREE WILL.

**Intern/Volunteer's Signature:** \_\_\_\_\_

**Date Intern/Volunteer Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

Supervisor Signature/Date: \_\_\_\_\_

SLT Member Signature/Date: \_\_\_\_\_

Kishwaukee College Human Resources Representative Signature/Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

If volunteer is under 18 years of age, parent or guardian must read and sign the following: **This release, its significance, and assumption of risk have been explained to and are understood by the minor.**

Parent or Legal Guardian Signature: \_\_\_\_\_

Date Parent or Guardian Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_



## CODE OF CONDUCT

*Thank you for your cooperation in respecting the following important guidelines:*

As an Intern, Volunteer or Non – Employee, there are certain roles and responsibilities:

- 1.) **UNDERSTAND** your role is a supportive one. Your project or program manager is in charge. You will never be placed in a supervisory role.
- 2.) **REMEMBER** interns, volunteers and non-employees are only permitted to work with students, employees, faculty, and community stakeholders on the campus(es) of Kishwaukee College or its affiliates and under the supervision of the designated Kishwaukee College or its affiliates staff.
- 3.) **MAINTAIN** confidentiality at all times. Do not discuss anything related to student, employee, or proprietary nature to anyone outside of the course of your intern, volunteer or non – employment activities.
- 4.) **REPORT** immediately to staff persons any activity that violates another person's physical safety; could be construed as abusive, harassing or intimidating towards another party.

Interns and Volunteers take pride in being professional

- 1.) **MAINTAIN** a constructive attitude. Don't make negative comments about the school, its personnel or the students to other volunteers or individuals outside of the school.
- 2.) **BE PROMPT** and consistent in your attendance. Instructors and staff may depend on interns and volunteers. Students may depend on interns and volunteers even more.
- 3.) **NOTIFY** your program or project manager as soon as possible if you'll be late or absent.
- 4.) **ESTABLISH** and maintain good and frequent communication with all stakeholders of the College and its affiliates.
- 5.) **NEVER** be under the influence of drugs or alcohol. Do not smoke on school grounds.
- 6.) **DO NOT** lend money, contribute or solicit money for organizations while you are on College grounds.

Health and Safety

- 1.) **ALERT** College personnel immediately if any individual has an accident while working with you.
- 2.) **LEARN** and become familiar with the emergency procedures of the College and its affiliates.
- 3.) **ALERT** the program or project manager before volunteering if you have been exposed to a communicable disease.