



BUILD SKILLS. GAIN EXPERIENCE. SERVE THE NATION.

VOLUNTEER SERVICE AGREEMENT

The Student Volunteer Program (SVP) is an unpaid program, authorized under 5 U.S.C. §3111 and 5 CFR part 308. It offers eligible students structured, time-limited volunteer service with federal agencies for experiential learning, civic engagement, or professional development. Participants are volunteers, not federal employees, and work on project-based assignments aligned with agency missions and priorities.

Department/Agency:			
Component:			
Organizational Mission/Role:			
Student Name:		Required Security Level/Clearance(s):	
Volunteer Position Title:		Office Address:	
Experience Needed: <i>(Grade Equivalent)</i>			
Supervisor Name, Title:		Agency Point of Contact:	
Supervisor Email:		POC Email:	
Supervisor Phone:		POC Phone:	
Work Schedule and Flexibilities: <i>(Note: Please include whether this assignment will be available as remote/fully virtual, telework options, or in-person only. For more details, please reference the Program Information Guide.)</i>			
Equipments Provided:			
Description of Development Opportunity: (1) Projects, Roles, and Responsibilities & (2) Anticipated Accomplishments			

Academic Institution:	
Institution Address:	
Institution Point of Contact:	
POC Title:	
POC Email:	
POC Phone:	
Student Eligibility:	Please verify the student is enrolled at least half-time, and is in good academic standing as defined by the institution. (YES) (NO)
Projects must provide educational benefit and completed within a single academic term. (Select all that apply)	
<input type="checkbox"/>	Technical or analytical skill development
<input type="checkbox"/>	At least one senior-level shadowing experience
<input type="checkbox"/>	A peer-level work/project advisor
<input type="checkbox"/>	Regular check-ins on developmental progress
<input type="checkbox"/>	A closing assessment of accomplishments and specific recommendations for continued development
<input type="checkbox"/>	Access and exposure to senior-level meetings
<input type="checkbox"/>	Subject-specific onboarding designed to provide learning on a key skill, issue, profession, etc.
<input type="checkbox"/>	Participation in agency-provided training, such as online learning, workshops, speaker series, etc.
<input type="checkbox"/>	Enhanced experiential learning opportunities for students
<input type="checkbox"/>	Cross-agency collaboration experience and/or exposure to agency mission delivery and operations
<input type="checkbox"/>	Project management experience
<input type="checkbox"/>	Other (please explain)
How would this opportunity benefit the student and their academic development?	
End of project evaluation and feedback from host agency supervisor (if any):	

Host Supervisor Signature

Date

Academic Institution Signature

Date

Student Signature

Date