

UniSA VEEP Mentor Volunteer Agreement

To be completed by the **mentor** only

Name of Volunteer:

Name of Supervisor:

School/Unit:

Student Engagement Unit (SEU)

Volunteer Role:

Brief explanation of the project that the volunteer will be working on

The volunteer in their role of VEEP mentor will:

1. Contribute to the personal and professional development of a VEEP student
 2. Commit to 4-6 hours per study period as per the program guidelines
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CONDITIONS:

1. The volunteer has approached the University to freely volunteer their time.
2. The volunteer is under no obligation to attend the workplace or to perform work.
3. No remuneration will be offered for the volunteer arrangement.
4. The volunteer will cover all costs associated with travel unless agreed upon by supervisor.
5. The volunteer must not divulge or use any University confidential information other than in the proper course of volunteer activities or duties.
6. The volunteer must not use any University confidential information in any manner, which may cause loss or be in any other way to the detriment of the University.
7. Any documents, notes, memorandums, recorded messages, photographs, objects, digital or computer images or film relating to the affairs of any person or of the University made by the volunteer in the performance of his/her duties during the continuance of this agreement shall be and remain the property of the University.
8. Any significant change to this agreement should be in writing and, where applicable, have been authorised by the Executive Director: People, Talent and Culture (or approved nominee).
9. The volunteer should receive a copy of the relevant University policies and the Code of Ethical Conduct and have read and fully understood them and agree to abide by them and all the conditions in the Volunteer Agreement.
10. The University of South Australia provides appropriate insurance cover for volunteer staff to perform duties under the control and direction of the University. Limited Personal Accident/Injury

insurance is supplied by the University and applies only in the absence of other Personal Accident/Injury/Private Health Insurance. Volunteers who are students from other institutions should arrange this Personal Accident/Injury insurance with their originating institution prior to commencement of the volunteer agreement.

I understand and agree to the terms and conditions outlined above:

Signed _____ Date _____
Volunteer

Signed _____ Date _____
*University of South Australia Authorised Representative
As per VC Authorisations*

Enc.

- [University of South Australia Code of Ethical Conduct](#)
- [University of South Australia Occupational Health, Safety, Welfare and Injury Management Policy](#)
- [University of South Australia Child Protection Policy](#)
- [University of South Australia Equal Opportunity Policy](#)
- [University of South Australia Sexual Harassment Policy](#)
- [University of South Australia Inclusive Language Policy](#)
- [University of South Australia Anti-Racism Policy](#)
- [University of South Australia Discrimination and Harassment Grievance Procedures \(Staff\)](#)
- [Use of University Information Technology Facilities](#)
- [IT Help Desk.](#)