



STIPEND VOLUNTEER AGREEMENT

The purpose of this Volunteer agreement is to specify the nature and conditions of the volunteer relationship between _____, (Name of Individual) hereafter referred to as “Volunteer” and _____ (name of Parish or School) of the Corporation of the Catholic Archbishop of Seattle, hereafter referred to as the (CCAS).

The Volunteer _____ will _____ will not receive a stipend. *

1. *Stipends are considered a “nominal fee” and not wages or pay for work performed.

There will be no tax withholding, and the volunteer is responsible for all taxes.

The following conditions apply to the volunteer opportunity of:

_____ for _____
(Title) (Parish/School)

2. Beginning date of volunteer opportunity: _____
3. Anticipated last date of volunteer opportunity: _____
4. Approximate contribution of time: hours/days/weeks/months _____
5. Volunteer Coordinator: _____
6. Physical place of volunteerism: _____
7. The Volunteer agrees to provide the services as outlined in the attached list of duties.
8. The Volunteer agree to abide by the policies of the Archdiocese of Seattle
9. The Volunteer will remain current with the Safe Environment Program (SEP).
10. The Volunteer agrees to comply with local (Parish or School) policies and procedures or guidelines.
11. The Volunteer agrees to comply with the current CCAS Technology Acceptable Use Policy if required to have access to CCAS information technology in the performance of the services required by this Agreement
12. The Volunteer agrees to abide by the Archdiocesan policy on Copyrights/Royalties/Inventions.

- a. As such, Volunteers wishing to use any information, written material, or any other documents during or after their volunteer commitment with CCAS, must obtain prior explicit written permission from CCAS.
- 13. The Volunteer will have personal medical coverage in effect during all volunteering activities.
- 14. The Volunteer may be reimbursed for expenses incurred.
- 15. Any product or service developed is “work for hire”.
- 16. This agreement will remain in force unless terminated at the request of either party. No period of waiting or written notice is required.

This volunteer agreement and any referenced documents and policies expresses all obligations between the two parties named above, and there exists no other agreement, written or oral, between these parties, involving the obligations outlined above.

Volunteer Coordinator Name	Signature	Date
Volunteer Name	Signature	Date

- Attachment:
- Volunteer Duties Description
 - [Stipend Volunteer Form \(if applicable\)](#)
 - [IRS Form W-9 \(if applicable\)](#)
 - [Many Gifts One Spirit – Policies of the Seattle Archdiocese of Seattle](#)
 - [Copyrights/Royalties/Inventions policy](#)
 - [CCAS Technology Acceptable Use Policy \(if applicable\)](#)
 - Local Policies, Procedures or Guidelines (if applicable)
- Requirements:
- Personal Medical Insurance
 - Safe Environment Requirements – Complete and Current