

CALIFORNIA INSTITUTE OF TECHNOLOGY

VOLUNTEER AGREEMENT AND RELEASE

**Short-Term Volunteering (Under 10 Days)**

We are pleased that you have decided to volunteer your services to the California Institute of Technology (Caltech). This agreement is valid for the period beginning\_\_\_\_\_and ending\_\_\_\_\_.

Please affirm your acceptance of the terms of this agreement, stated below, with your signature.

1. I am:

- ☐ not currently working for Caltech as an employee.
- ☐ currently a Caltech employee
- ☐ a former Caltech employee
- ☐ an employee of a temporary agency assigned to work at Caltech
- ☐ a subcontractor or the employee of a Caltech subcontractor providing services to  
Caltech
- ☐ an employee of the Federal Government, including NASA

Should this status change, I agree to notify\_\_\_\_\_ [name of office] immediately.

2. I acknowledge that I have initiated the request for an opportunity to volunteer.

3. I agree that as a Caltech volunteer, I will not receive and I have no expectation of receiving, any payment or compensation from Caltech for performing volunteer services. I understand that my volunteer position does not constitute an employee-employer relationship with Caltech. If I am a Caltech employee, I acknowledge and agree that the volunteer services I am providing are different from my regular Caltech job duties.

4. I understand that Caltech shall have the right to release me as a Caltech volunteer without prior notice. I understand that I do not have a formal work appointment for these particular services. I understand that I may discontinue this arrangement at any time.

5. I understand that I am required to sign Caltech's Patent Agreement attached.

6. I agree to abide by all rules, regulations, policies, procedures, practices and instructions of Caltech and to use reasonable care in all that I do. I understand that I am required to sign Caltech's confidentiality agreement attached.

7. I certify that I am capable of performing the activities of a volunteer at Caltech and know of no physical condition that would preclude my performance of those duties. I am aware that there may be hazards associated with these volunteer activities and I am voluntarily participating in them with the knowledge of these particular hazards

Effective 12/17/2024

8. I understand that Caltech will maintain workers' compensation coverage for me while I am volunteering under this Agreement. As a condition for my participation as a Caltech volunteer and in consideration of my use of Caltech facilities and equipment, I understand and agree that in the event I am injured or contract an illness or disease either during or after my Caltech volunteer service as a result of such service, that I am hereby electing to be covered under the Caltech workers' compensation program as a volunteer for Caltech, and that this coverage shall be my **SOLE AND EXCLUSIVE REMEDY FOR ANY AND ALL SUCH INJURIES, ILLNESSES OR DISEASES**. This election of remedy shall be binding on me, my heirs, administrators, executors and assigns. I understand that I may file for workers' compensation benefits if I am injured or become sick as a result of my volunteer activities. No other insurance or benefits will be provided.

9. I release Caltech, its trustees, officers, employees and agents from any loss, damage or injury sustained in connection with my volunteer activities.

10. To the extent that I am not a citizen or permanent resident of the United States, I certify that I have an appropriate visa status that authorizes me to be present in the United States and allows me to participate in this volunteer activity.

11. I will spend approximately \_\_\_\_ hours [per day, per week or per year] providing volunteer services.

12. I certify that I am over 18 years of age.

**This form must be completed and kept in sponsoring division or department office.**

Caltech Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Caltech Volunteer's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

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

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

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