Volunteer Management Program

Accepting Official Agreement for Acceptance of Voluntary Services

From: Installation Volunteer Coordinator
To: Accepting Official (Non-Federal Entity Organizations)

1. Accepting Officials that are within an organization outside of the Marine Corps and are accepting voluntary services are not authorized the legal protections afforded by the Marine Corps.
2. Organizations are held liable and responsible for all volunteers. Volunteers providing voluntary services outside of the Marine Corps and Marine Corps programs, are considered volunteers of the Accepting Official and organization.
3. Volunteers are prohibited from providing voluntary services that make them unusually susceptible to injury or causing injury to others. This prohibition is not designated to prevent properly trained, licensed, and certified volunteers from participating in resources programs or assisting in providing athletic or adventure type outdoor recreation activities.
4. Accepting Officials will inform and train volunteers on procedures, protocols, policies, and responsibilities related to the volunteer activity.
5. Volunteers will be supervised to the same extent as a paid employee providing similar services. Accepting Officials are responsible for supervision of volunteers.
6. Accepting Officials are responsible for providing position descriptions to the Volunteer Management Program or volunteer that clearly outlines the duties, time requirements, and scope of each volunteer position.
7. Volunteers must not engage in fundraising activities, or a volunteer activity that pertains to or supports the fundraising event.
8. Volunteers must not be used to displace paid employees or be assigned in lieu of filling authorized paid personnel positions.
9. Volunteers may be reimbursed for childcare, parking, and commuting by the accepting agency, but must be agreed upon with the Accepting Official before the expenses are incurred.
10. Accepting Officials are expected to coordinate, communicate, and collaborate with the Volunteer Management Program, Installation Volunteer Coordinator

for feedback of volunteers, reporting of hours, or for various other reasons deemed by the Installation Volunteer Coordinator.

11. Accepting Officials must not mandate a service member to wear their uniform to provide voluntary services.
12. Accepting Officials are responsible for ensuring background checks are completed before allowing the voluntary service of a volunteer to children.
13. Volunteers under 18 years of age must not work alone with children.
14. Accepting Officials acknowledge that the acceptance of voluntary service from persons in the military community does not imply official DoD or USMC endorsement of the organization and/or volunteer opportunity.
15. Accepting Officials acknowledge that volunteers will not be involved in partisan political organizations, ideological movements, any endorsement or favor to any private individuals, special interest groups or businesses, or commercial venture, and organizations will not exclude any person from its usage or program based on creed, race, color, national origin, sexual preference, or religion.

I acknowledge that I have read the Accepting Official Agreement, understand it, and agree to the terms, conditions, and limitations described therein.

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Accepting Official Signature Date

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Organization Name