The first step to enroll an individual in the Volunteer Program is completion of the Application for University Volunteer Program form. UMA does not have a list of positions for volunteers. An individual who wishes to volunteer may take a completed application form directly to a faculty member or office staff and inquire about the possibility of working as a volunteer; or bring the application form to the Office of Administrative Services along with a description of their career plans and/or their work experience. This information will be used to locate an office or person who needs volunteer help. Once a position is found for the volunteer, the completed application form along with a copy of the job description must be sent to the Volunteer Program Coordinator.

The second step is completion of the Volunteer Contribution Card (the time sheet). When this form has been completed, it must be signed by the volunteer and the supervisor and sent to the Volunteer Program Coordinator. Both the volunteer and the supervisor should also keep copies of the time sheets for future reference.

Upon completion of 120 volunteer hours, the volunteer must complete Section I of the Application for Volunteer Tuition Waiver form. Section II “Request approved:” must be signed by the supervisor and the waiver must be forwarded to the Volunteer Program Coordinator for final approval.

The tuition waiver for the UMA Volunteer Program covers only UMA 3-credit courses. Tuition waivers cover only in-state tuition for UMA courses. A tuition waiver cannot be pro-rated to cover a 4-credit (or more) course. The extra credits will be billed to the student. The tuition waiver cannot be used before the volunteer has completed 120 hours. It has no value until the waiver form has been completed and submitted to the Volunteer Program Coordinator. At that point, the value of the tuition waiver may affect a student’s Financial Aid award. Students should check with the Financial Aid Office about how the Volunteer Tuition Waiver may affect their Financial Aid award.

Any individual that is a University employee at any campus may not participate in the Volunteer Program. There is a State of Maine law that prohibits an employee from Volunteering for their employer. All work-study students are University employees. Under the Fair Labor Standards Act (FLSA) no one may be permitted to volunteer in a
position for which they had been getting compensated. They can work at a different job in a different department.

Volunteers may work on the Augusta or Bangor campus, and the University Colleges. Individuals interested in volunteering at any off-campus site must contact the University College in its region. Each time sheet and waiver form must be signed by the supervisor of the volunteer as well as by the Director of the University College responsible for the site.

Dependent Waivers vs. Volunteer Waivers – Dependents of University employees may participate in the volunteer program even though they may be eligible for a Dependent Waiver. Dependents can not double-dip. They must choose between receiving a waiver through the volunteer program or through their dependent status.

Once a volunteer has completed 120 hours of service, the volunteer has 1 year to use the earned waiver. Letters of reminder are sent to supervisors of volunteers who are eligible to receive a course waiver.

Volunteers are covered by Workers Comp, but only if the injury is immediate and related to their work. All Workers Comp incidents must be reported immediately to David Lane.

If you have any questions about the UMA Volunteer Program, please contact Beverly Gill (Volunteer Program Coordinator) in the Administrative Services Office at UMA (621-3182) or by email at bgill@maine.edu
NOTICE: The UMA Volunteer Tuition Waiver Program is a financial resource which student must report to the Financial Aid Office. The receipt of this waiver may affect your eligibility for other aid programs.

If you have a resume, please attach it to this application.

PERSONAL INFORMATION

Name: __________________________________________ Daytime Phone: __________________________
First Middle Last

Current Address:

Street City State Zip

How many hours a week would you be available to volunteer? ______

What schedule would you prefer?
__________________________________________________________________________________________

List three (3) volunteer activities that interest you the most in order of preference. Include any relevant experience and your qualifications:

1. ____________________________________________________________
2. ____________________________________________________________
3. ____________________________________________________________

Which UMA location would you like to volunteer? _____________________________________________

Are you currently employed, including work-study? If so, where and in what capacity?
__________________________________________________________________________________________

May we contact your employer for a reference? Yes____ No____

If not employed, please provide names, addresses, and phone numbers of three (3) references:

1. ___________________________________________________________________________________
2. ___________________________________________________________________________________
3. ___________________________________________________________________________________

I understand that if I am selected to participate with the UMA Volunteer Program that this program is considered a financial resource. I also understand that if I am a recipient of any financial aid, including but not limited to grants, scholarships, work-study, and/or student loans to attend college that I must immediately report the receipt of any Volunteer Waiver to the Financial Aid Office.

Signature________________________ Date________________________

Return with a job description attached to:

Beverly Gill, Volunteer Program Coordinator
University of Maine at Augusta
46 University Drive Augusta, Maine 04330
Phone: (207) 621-3182

In complying with the letter and spirit of applicable laws and in pursuing its own goals of pluralism, the University of Maine at Augusta shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin or citizenship status, age, handicap, or veterans’ status in employment, education, and all other areas of the University. Questions and complaints about discrimination in any area of the University should be directed to the Director of Equal Opportunity, University of Maine at Augusta, Farmhouse, Augusta, Maine 04330, (207) 621-3110. Inquiries about discrimination may also be referred to the Director, Office of Civil Rights, U.S. Department of Education, Region I, John W. McCormack Post Office and Courthouse Building, Boston, MA 02109.

Revised 5/25/10
Section I- Volunteer Information

Volunteer’s Name: ___________________________________ Student ID#: ____________________
(please print)

Volunteer Period:   Start: ____________ End: ___________   Total Volunteer Hours Completed:

______________________    __________________
MMDDYYYY                MMDDYYYY

Semester for waiver use: ______________________ (use separate forms for each semester)

I would like to use my previously earned volunteer hours toward the following UMA class(es):

**COURSES ARE LIMITED TO UMA CLASSES ONLY**

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<tr>
<th>Credit Course Name</th>
<th>Section #</th>
<th>Credit hours</th>
<th>Start Date/Location</th>
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**NOTICE: The UMA Volunteer Program is considered a financial resource which must be reported immediately to the Financial Aid Office to be included as part of my aid package.**

I understand that if I am a financial aid recipient, including and not limited to any grants, scholarships, work-study, and/or student loans that I have reported the receipt of my UMA Volunteer Waiver to the Financial Aid Office. I also understand that if I fail to report the receipt of this waiver that I will have to immediately repay any other aid funds previously received that have been found to have been awarded in excess of eligibility.

Volunteer’s Signature: __________________________ Date: ______________________

VOLUNTEER: SUBMIT THIS FORM TO YOUR SUPERVISOR

Section II- Supervisor Information

The above volunteer’s request has been approved.

Supervisor’s Name: __________________________ Campus Phone #: __________________________
(please print)

Supervisor’s Signature: __________________________ Date: __________________________

Section III– UMA Volunteer Program Coordinator

Meets program criteria: □ YES □ NO

Authorized Signature: __________________________ Date: __________________________

Section IV- UMA Student Accounts Office

Budget Cost: ______________ Account Number: ____________________________

Authorized Signature: __________________________ Date: __________________________
UNIVERSITY OF MAINE AT AUGUSTA
UMA Volunteer Contribution Card

Volunteer’s Name ___________________________ Student ID # ___________________________

Site: _______________________________________________________________________________

For Week(s) Ending: 

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Volunteer’s Signature ___________________________________________ Date ___________

Supervisor’s Signature ___________________________________________ Date ___________
(needed for all volunteers)

University Center Director’s Signature _____________________________ Date ___________
(applicable if volunteer is located at a University Center)

CAMPUS ADDRESS ____________________________________________

This record of hours given to UMA by each volunteer must be signed by the supervisor and by the
University College Director (if applicable) before it is forwarded to the Volunteer Program, Office of
Administrative Services. Please forward Volunteer Contribution Cards in a timely manner.

Based upon services rendered, Volunteers may qualify for tuition waivers for **UMA 3-credit courses**.