# DEA VOLUNTEER SERVICE AGREEMENT

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<thead>
<tr>
<th>Student Name:</th>
<th>Assignment Location:</th>
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<th>Academic Level:</th>
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<th>Educational Institution and Address:</th>
<th>Drug Enforcement Office and Address:</th>
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This Agreement provides a basis of mutual understanding between the above parties in matters relating to the volunteer service program. Each of the above parties will assist the other in meeting program objectives.

**DEA’s objectives are:**
- To encourage student interest in careers with DEA.
- To support students in gaining experience to supplement their education.

**DEA responsibilities are:**
- To provide a meaningful work experience to the student volunteer.
- To keep a record of the student volunteer’s attendance and performance.

**School responsibilities are:**
- To permit students to participate in the program.
- To inform DEA of changes in a student’s status that may affect eligibility for the program.

**Student responsibilities are:**
- To perform the work assigned in the most competent manner possible.
- To abide by the rules and regulations of the DEA activity to which assigned.

**Student Eligibility:**
• A student must be enrolled not less than half-time in an accredited high school, trade school, technical school, vocational school, junior college, four-year college, university, or comparable educational institution.

It is understood by all parties that student services under the volunteer program are not compensated and students are not considered to be Federal employees, except for purposes of Federal Tort Claims or for injuries sustained while performing work assignments.

Student services may or may not be credited for educational purposes.

DEA may end this Agreement at any time and for any reason it believes to be in the best interest of the Agency.

General nature and purposes of the work to be performed:

Brief description (to be completed by DEA) – to be determined when Applicant reports for duty.

Work Schedule – to be determined – (internships must encompass a total of 200 hours, so an average of 15 hours a week would be appropriate).

_________________________  ____________________________
Chief, Field Staffing Unit   Date

_________________________  ____________________________
School Representative       Date

_________________________  ____________________________
Volunteer Student (signature) Date

_________________________
Volunteer Student (print name)