

## Instructions For [AD-2024]

### **SPONSORED ORGANIZATION VOLUNTEER PROGRAM SERVICE AGREEMENT**

Section 1526 of the Food and Agriculture Action of 1981 [7 U.S.C. 2272] permits the Secretary of Agriculture to establish a program to use volunteers to perform a wide range of activities to carry out the programs of or supported by of the Department of Agriculture. 5 U.S.C. 3111 [as effected by Part 308 of Title 5, Code of Federal Regulations] grants agencies the authority to establish programs designed to provide educationally related work assignments for students in non-pay status.

The Volunteer Programs require volunteers to read, sign and date a "Program Service Agreement" explaining the conditions or limitation of acceptance of assignments. The "Service Agreement" will serve as the volunteer's official record of appointment of service. The "Attendance Record" will serve as the volunteer's official attendance documentation.

The sponsoring organization and the volunteer(s) reviews this form and signs and dates it and provides some basic demographic information to document that he/she understands the program's conditions of service. Each volunteer will sign and date this form. This form will be used to document acceptance of the conditions of program and work assignments as required by OPM and the Agency.

**Indicate how and where to send the completed form here. Example: Submit the original of the completed form in hard copy or facsimile to the appropriate USDA servicing office. To submit this form by facsimile you must have submitted an original signature on FSA-237, Facsimile Signature Authorization and Certification.**

If electronic signature is authorized for the form include the following standard text also. If the form is not authorized for electronic signature delete both paragraphs..

**Customers who have established electronic access credentials with USDA may electronically transmit this form to the USDA servicing office, provided that (1) the customer submitting the form is the only person required to sign the transaction, or (2) the customer has an approved Power of Attorney (Form FSA-211) on file with USDA to sign for other customers for the program and type of transaction represented by this form.**

Features for transmitting the form electronically are available to those customers with access credentials only. If you would like to establish online access credentials with USDA, follow the instructions provided at the USDA eForms web site.

*Items 1-5; 7-12 are to be completed by the Sponsoring Organization*

Fld Name / Item No.	Instruction
1 Name of Organization	Enter organization name
2 Address	Enter organization address
3 Telephone No.	Enter organization telephone number
4 Duty Station	Enter address of work location
5 Agency	Enter the employing Agency
7-11 Agreement	Read the agreement which sets the conditions for the acceptance of volunteers by sponsored by organizations
12 Liaison's Name  Signature and Date	The following is standard language for signature fields.  If you are mailing or faxing this form, print the form and manually enter your signature and/or that of your parent/guardian. If this form is approved for electronic transmission and you have established credentials with USDA to submit forms electronically, use the buttons provided on the form for transmitting the form to the USDA servicing office.

*Items 6; 14 for FFAS use only.*

*Items 17(1-5) are to be completed by the volunteers sponsored by organization*

Fld Name / Item No.	Instruction
17(1) Name of Volunteer	Enter volunteer's name
17(2) Address	Enter volunteer's address
17(3) Date of Birth	Enter volunteer's date of birth

17(4) Social Security No.	Enter social security number
17(5) Telephone No.	Enter telephone number

*Item 17 (6-8) for FFAS use only*