

Instructions For [AD-2022]

STUDENT 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 student volunteer 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.

Submit the original of the completed form in hard copy to the appropriate USDA national, state or servicing office.

Items 1-10 are to be completed by the Student Volunteer

Fld Name / Item No.	Instruction
1 Name of Student	Enter your name
2 Social Security No.	Enter your social security number
3 Telephone No.	Enter your telephone number
4 Date of Birth	Enter your date of birth

Items 1-7 are to be completed by the Individual Volunteer

Fld Name / Item No.	Instruction
1 Name of Individual	Enter your name
2 Social Security No.	Enter your social security number
3 Home Address	Enter your home address
4 Telephone No.	Enter your telephone number
5 Date of Birth	Enter your date of birth
6 Agency and Agreement	Enter the employing Agency Read the agreement which sets the conditions for the acceptance of individual volunteers
7 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.

Item 8 for FFAS use only.