



## U.S. Department of Energy (DOE)

### Energy Efficiency and Renewable Energy

### *Student Volunteer Service*

This form is to request temporary volunteer service under the provisions of 5 U.S.C. 3111, is submitted only as part of the application process, and should not be considered an official offer of employment.

☐

New Application

☐

Modification

☐

Extension

U.S. Citizen:

☐

Yes

☐

No

1. \_\_\_\_\_  
Student's Last Name, First Name, Middle Name

2. \_\_\_\_/\_\_\_\_/\_\_\_\_ (\_\_\_\_)\_\_\_\_\_  
Date of Birth Cell Phone Number

3. \_\_\_\_\_  
Home Address (Street, City, State, Zip Code)

4. \_\_\_\_\_/(\_\_\_\_)\_\_\_\_\_  
Personal Email Address Name and Phone Number of Relative

5. \_\_\_\_\_  
Name of College, University or High School Presently Attending

6. \_\_\_\_\_  
School Address (Street, City, State, Zip Code)

7. \_\_\_\_\_  
Name of School Counselor/Advisor

8. \_\_\_\_\_  
Academic Major/Minor

9. Dates enrolled at the educational institution: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_ Initials

10. Semester/quarter hours completed to date: \_\_\_\_\_

11. Dates Available for Volunteer Service: \_\_\_\_\_ to \_\_\_\_\_

12. Internship Availability (please check): \_\_\_\_\_ Full-Time      \_\_\_\_\_ Part-Time

13. If requesting part-time, please list days and hours a week or periods of time you are available:

\_\_\_\_\_

14. School's responsibilities (If course credit is available, please include conditions for earning credit for the internship):

\_\_\_\_\_

\_\_\_\_\_

15. DOE's Responsibilities (if course credit is available from your educational institution for volunteer service, please outline DOE's responsibilities:

\_\_\_\_\_

\_\_\_\_\_

16. \_\_\_\_\_

Name of DOE Supervisor (Including Title and Phone Number) **Optional**

17. Documentation of attendance and performance. (Please outline the mutually agreed upon process between your educational institution and yourself for reporting and maintaining records, if applicable):

\_\_\_\_\_

\_\_\_\_\_

18. Educational Institution Official. In signing this Student Volunteer Service Form/Agreement as an official of the educational institution, I certify that the volunteer is not enrolled in a correspondence course without credit or in a short-term, non-accredited program with this institution. The student is enrolled not less than half-time (a student enrolled in and carrying out any combination of courses, research, projects or special studies which meets one-half or 50 percent of the academic workload standards and practices of the institution.) The student has not ceased to be a student during an interim between school years for more than five (5) months.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorizing Official

\_\_\_\_\_  
(Print/Type) Name

(    )  
\_\_\_\_\_

Telephone Number

\_\_\_\_\_  
(Print/Type) Title

\_\_\_\_\_Initials

19. In signing this Student Volunteer Service form/Agreement, I certify that all information contained herein is correct and true to the best of my knowledge. (Also please initial each page, right-hand lower corner.)

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Date

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Signature of Student Applicant

20. In signing this Student Volunteer Service form, I, as a DOE Authorizing Official, certify that this volunteer assignment will not be used to displace any DOE employee or to staff any DOE workforce vacancy.

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Date

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Volunteer Mentor of Program Office Supervisor

### Miscellaneous

DOE assumes no responsibility for a cost or expenditure to the student applicant pursuant to all parties signing this Student Volunteer Service form/Agreement.

This Student Volunteer Service form/Agreement may be amended, superseded, or otherwise modified at any time, as required, by mutual consent and agreement of authorized representatives for both parties.

If the student applicant is offered a temporary volunteer position at DOE, this completed Student Volunteer Service form becomes an Agreement for Acceptance of Volunteer Service between the student applicant, the institution in which the student is enrolled, and DOE and becomes effective by the execution of signatures of all parties and shall continue indefinitely, unless it is terminated by mutual agreement between the student volunteer and DOE or by either party upon 30 days written notice with the date of termination to coincide with the end of the concurrent academic quarter or semester of the school, whichever is appropriate.

21. DOE Authorizing Official

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Date

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Othalene Lawrence

Coordinator of Student Volunteer Internships  
Energy Efficiency and Renewable Energy

\_\_\_\_ Initials