**Volunteer FAQ & Form**

Please review this form and complete the Volunteer Form if you are participating in any volunteer work off-campus. Even if your volunteer work is part of a class or Signature Learning Experience, this form MUST be completed to ensure that you are maintaining your F-1 visa status.

If you have any questions, please contact PDSO, Maria Petty, at pettym@etown.edu

**What is a volunteer?**

According to the Department of Labor, a volunteer is: an “individual who performs hours of service… for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered.”

To be considered a volunteer, the work performed by the individual must meet the following criteria:

* No expectation of compensation
* The volunteer cannot displace a genuine employee
* The services provided by the volunteer should not be the same services for which he or she was previously paid and/or expects to be hired and paid for in the future
* Services are performed for a non-profit organization for public service, religious or humanitarian objective.
* Work at a for-profit entity is considered employment and must be for pay. The only exception is made for training programs where the trainee functions, to some degree, like an employee, but is under close supervision and provides no significant measurable work for the employer. The trainee must not take the place of a paid employee. For example, students who are considered student interns may engage in unpaid internships at for-profit organizations.

**Volunteering or Unpaid Internship**

Please note that there is a difference between volunteering and engaging in an unpaid internship.

As explained above, **volunteering** refers to donating time with an organization whose primary purpose is charitable or humanitarian in nature, without remuneration or any other type of compensation. F-1 and J-1 students are free to engage in volunteer work as long as it meets the above criteria. For example, it would be okay to volunteer at a local homeless shelter, charitable food pantry, or American Red Cross.

**Unpaid internships**, on the other hand, do not usually qualify as “volunteer” activity. Internships, both paid and unpaid, are primarily offered by the private sector and related to the intern’s major field of study.

**Elizabethtown College Volunteer Form**

If an Elizabethtown College International Student wants to volunteer, they should contact Maria Petty, PDSO at pettym@etown.edu and email the completed form:

Name of Student: Click or tap here to enter text.

Name of Company: Click or tap here to enter text.

Contact name: Click or tap here to enter text.

Contact email: Click or tap here to enter text.

Contact Phone #: Click or tap here to enter text.

Address of Company: Click or tap here to enter text.

Start Date: Click or tap to enter a date.

End Date: Click or tap to enter a date.

What volunteer work will you be performing: Click or tap here to enter text.

Is the volunteer work part of a class? [ ]  Yes [ ]  No

Is the volunteer work a Signature Learning Experience? [ ]  Yes [ ]  No

How many hours will you be volunteering per week: Click or tap here to enter text.

I confirm that I am volunteering for a non-profit organization, not receiving compensation, not displacing a genuine employee, and do not expect to be hired or paid in the future.
[ ]  Confirm Name & Electronic Signature Click or tap here to enter text.