# Hutton Junior Fisheries Biology Program

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American Fisheries Society

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[www.hutton.fisheries.org](http://www.hutton.fisheries.org/)

# MENTOR VOLUNTEER SERVICE AGREEMENT

The American Fisheries Society (AFS), Hutton Junior Fisheries Biology Program hereby enters into this Mentor Volunteer Service Agreement with *(Mentor’s Institution)* , for the volunteer services of *(Mentor’s Full Name)* , hereinafter referred to as the parties, in the form of a paid student internship at AFS. This agreed-upon Mentor assignment is made on a voluntary and non-paid basis, and AFS will not be obligated to pay any salary or benefits in accordance with the provisions set forth herein.

## Purpose

By agreement and for mutual benefit of the parties, (**INSERT MENTOR NAME)** will serve in a volunteer Mentor capacity with the American Fisheries Society’s Hutton Junior Fisheries Biology Program. AFS will provide developmental experiences to student interns, known as Hutton Scholars, with the assistance of identified fisheries professionals who will serve as program Mentors.

## Scope of Work

I**,** will be responsible for supporting my Hutton Scholar, , in accordance to the project description provided in my Hutton Mentor Application.

\*Please note, if you have not submitted a Hutton Mentor Application, please do so through Hutton.fisheries.org ASAP.\*

1. **Duration, Extension, and Termination of Assignment**
	1. This student volunteer assignment will commence on **\_\_\_\_\_\_\_\_\_** and end on **\_\_\_\_\_\_\_\_\_.** Request for an extension must be submitted to the AFS Educational Program Coordinator in writing prior to the initial assignment ending.
	2. This assignment may be terminated prior to the initial end date by either party or the mutual consent of both parties; however, there must be at least a 14-day notice in writing by either party of intent to terminate the assignment.

## Commuting and Travel

* 1. Mentors may provide Hutton Scholars with transportation associated with field work.
	2. The Hutton Program does not support travel costs in addition to the scholar's stipend.
	3. No overnight stays are allowed without a signed consent form from the Hutton Scholar and his/her parent/guardian. The Mentor is responsible for sending a copy of a signed parental and Mentee permission form to AFS Hutton Program Coordinator. Please note that per diem food expenses for the Hutton Scholar for the trip are not covered by AFS.

## Requirements and Eligibility

* 1. In order to qualify for the Hutton Program, Mentors must be currently employed in an identified natural resources institution or lab.
	2. Complete a mandatory AFS mentor orientation and adhere once to all AFS and Mentor Institutional policies and procedures.
	3. Hutton Mentors are required to complete a biweekly timesheet. Timesheets are to be by approved by Mentor and submitted upon set deadline to AFS Educational Program Coordinator in order to receive four individual checks of $750.
	4. Hutton Mentors are required to submit a check-in and final report on their Hutton Scholar and overall Hutton Program experience. Guidelines for the check-in reports and the final report will be provided. The Educational Program Coordinator will remind mentors via email of all report deadlines, and reports can be sent by email.
	5. Hutton Mentors are encouraged to send photos and videos to AFS. The Educational Program Coordinator will provide further instructions via email. All photos and videos may be used for both educational and promotional purposes on the website and Annual Meeting.

## Mentor Responsibilities

* 1. Review mandatory AFS Mentor orientation resources, and adhere to all AFS policies and procedures;
	2. Adhere to the agreed-upon reporting schedule, and notify the assigned stand-in colleague and Hutton Scholar at least 7 days in advance of any need to change the schedule or need to be absent;
	3. Make sure any outside travel for site/field visits is within suitable commuting distance for the Hutton Scholar;
	4. Maintain employment standing at the assigned Mentor Institution for the duration of the volunteer assignment;
	5. Notify the AFS Educational Program Coordinator of any health concerns or on-site injury in order to be eligible for AFS Hutton Program’s liability insurance;
	6. Assume responsibility for one’s personal and professional actions and conduct; and
	7. Complete mandatory AFS exit procedures for volunteer interns at the end of the assignment**.**

## Expenses

* 1. There are no salary provisions with this agreement. The Hutton Mentor is considered a volunteer and is not entitled to compensation or overtime during any portion of this assignment.
	2. Any cost incurred associated with training will not be covered by AFS.
	3. Mentors should ensure that their Hutton Scholar(s) receives a stipend of $3,000 for the completed eight weeks. Each student’s stipend will be divided into four equal installments of $750. A four-part disbursement of $750 will be awarded to each student upon receipt of a signed timesheet with signed approval of both the student and Mentor.
	4. Any Hutton Scholar expenses associated with travel while on the job (overnight field trips, etc.) are voluntarily paid for by the Mentor’s office.

## Rules, Regulations, and Policies

* 1. To continue working in the program, Mentors must perform in accordance with the Mentor Volunteer Service Agreement Form.
	2. Mentors must commit to participating in the Hutton Program for eight weeks during the summer.
	3. Mentors must meet with their Hutton Scholar(s) to discuss roles and responsibilities, project(s) and overall expectations.
	4. American Fisheries Society provides liability insurance covering each Hutton Mentor.

## Approvals

It is understood that this agreement will be in effect until the assigned completion date of this Mentor Volunteer Services Agreement, unless it is terminated prior to the completion date, as stipulated above. This agreement shall be construed and enforced in accordance with all applicable AFS regulations and policies.

## Mentor Contact Information

Name: Employer:

Mailing Address: City: State: Zip/Postal Code:

Phone: ( ) Email:

* 1. ***Mentor Approval Statement***

*I have read the above and agree to perform volunteer services under the conditions described in this agreement.* ***It is understood that I will be considered a Mentor volunteer, known as a Hutton Mentor, for the duration of the 8-week summer internship.*** *This agreed upon assignment is made on a voluntary and non-paid basis, and AFS will not be obligated to pay any salary or benefits in accordance with this agreement.*

*I have discussed with my Hutton Scholar the required duties, responsibilities, and summer schedule, including start and end dates of participation. I hereby agree to serve as a Hutton Program Mentor for the following
student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please Print Mentor’s Name*

*Mentor’s Signature Date*

## American Fisheries Society Signature of Agreement:

Date

## Mary Webb Banning

Educational Program Coordinator

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