# Hutton Junior Fisheries Biology Program



American Fisheries Society

425 Barlow Place, Suite 110, Bethesda, MD 20814-2199, USA Phone: (301) 897-8616

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

# STUDENT VOLUNTEER SERVICE AGREEMENT

The American Fisheries Society (AFS), Hutton Junior Fisheries Biology Program hereby enters into this Student Volunteer Service Agreement with *(Mentor’s Institution)* , for the volunteer services of *(Scholar’s Full Name)* , hereinafter referred to as the parties, in the form of a paid student internship at AFS. This agreed-upon Student assignment is made on a voluntary and paid basis, and AFS will be obligated to pay for services of the student, known as a Hutton Scholar, a $3,000 stipend for a completed 8-week summer internship period in accordance with the provisions set forth herein.

## Purpose

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

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. Hutton Scholars are responsible for transportation to and from the job since they are placed with a Mentor within a reasonable commuting distance. It is important to note that many Mentors have field activities planned for the Hutton Scholar which means some days may not have a precise ending time.
	2. The Hutton Program does not support outside costs, such as, travel, lodging or equipment 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, students must be currently enrolled and in good academic standing as a current High School current sophomore (10th grade), junior (11th grade) or senior (12th grade) in a full or part-time program designed to lead to a diploma.
	2. Hutton Scholars are required to submit a mid-summer and final report on their Hutton Program experience. Guidelines for the mid-summer 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.
	3. Hutton Scholars are required to send photos and videos to AFS. Media release forms must be completed prior to submission. The Educational Program Coordinator will provide set deadlines, media release forms, and further instructions via email.
	4. Hutton Scholars are required to complete a biweekly time-sheet. Timesheets are to be by approved by the Student’s reporting Mentor and submitted at set deadline to the AFS Educational Program Coordinator in order to receive four separate $750 stipends.

## Student Responsibilities

1. Review mandatory AFS student orientation, and adhere to all AFS and Mentor Institutional policies and procedures;
2. Adhere to the agreed-upon reporting schedule, and notify the assigned Mentor at least 7 days in advance of any need to change the schedule or need to be absent;

## All volunteer work products shall be the exclusive property of AFS;

1. Maintain favorable academic standing for the duration of the volunteer assignment;
2. 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;
3. Assume responsibility for one’s personal and professional actions and conduct; and
4. Complete mandatory AFS exit procedures for volunteer interns at the end of the assignment**.**

## Stipend and Expenses

* 1. Hutton Scholars will receive a stipend of $3,000 for a 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 time-sheet with signed approval of both the student and Mentor.
		1. First three checks will be sent out at two, four and six weeks into program
		2. Final check will be withheld until Final Scholar Report is received by AFS Educational Program Coordinator
	2. Hutton Scholars who withdraw from the program without completing the required 8-week summer experience, will have costs appropriately deducted based on hours completed by the student’s referenced timesheet.
	3. Any cost incurred associated with training and/or travel will be covered by the Mentor’s institution.
		1. Any expenses associated with travel while on the job (overnight field trips, etc.) are voluntarily paid for by the Mentor’s institution.

## Rules, Regulations, and Policies

* 1. Any student who is assigned to a Mentor at a government agency is subject to the federal statutory and regulatory provisions that govern ethical and other standards of conduct, conflicts of interest, suitability, security, and limitations on political activity.
	2. To continue working in the program, students must perform in accordance with the Student Volunteer Service Agreement Form.
	3. Hutton Scholars must maintain the scholastic requirements and receive a favorable recommendation from their mentor.
	4. Hutton Scholars must commit to participating in the Hutton Program for eight weeks during the summer. If students do not complete the entire eight weeks, AFS reserves the right to reduce the amount of the stipend.
	5. Hutton Scholars must meet with their mentor to discuss roles and responsibilities, project(s) and overall expectations prior to their internship start date.
	6. The Hutton Program provides liability insurance for coverage for each Hutton Scholar.
	7. The Hutton Program requires the following from all Hutton Scholars:
1. Do not use alcohol, tobacco or drugs.
2. Do not have firearms or weapons that aren't an institutional requirement for the task.
3. Never use abusive language.
4. Always wear seat belts.
5. Ensure your Mentor provides all the necessary protective items.

## Approvals

It is understood that this agreement will be in effect until the assigned completion date of this Student 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.

## Student Information

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: ( ) Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last day of school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name & Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: ( ) \_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

T-shirt Size: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Volunteer Signature of Agreement:

*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 student volunteer intern, known as a Hutton Scholar, for the duration of the 8-week summer internship and I will receive $3,000 in payment, which will be disbursed at a bi-weekly amount of $750 upon receipt of my submitted and approved time-sheet****. I am not entitled to any compensation for overtime work and my stipend award may be deducted if I do not complete the mandatory 8-week summer internship. I have discussed with my mentor my duties, responsibilities, and summer schedule.*

*(Last) (First) (Middle)*

*Student’s Signature Date*

## Parental Permission Statement

I hereby grant permission for my son/daughter, , to participate in the Hutton Junior Fisheries Biology Program during the summer of 2021 with the assigned Hutton Mentor.

 .

*Mentor’s First and Last Name*

*Please Print Parent’s (or Guardian’s) Name*

*Parent’s (or Guardian’s) Signature Date*

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

*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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Subsequently, I will complete and submit my Mentor Agreement Form to the AFS Educational Program Coordinator.*

*Please Print Mentor’s Name*

*Mentor’s Signature Date*

## American Fisheries Society Signature of Agreement:

Date

## Mary Webb Banning

Educational Program Coordinator

(301) 897-8616 ext. 204; mbanning@fisheries.org