

Section II – Student’s Agreement

I understand that:

I will NOT receive pay or other compensation for services rendered;

I am NOT considered to be a Federal employee for any purpose other than for purposes of the Federal Tort Claims provisions published in 28 U.S.C. 2671 through 2680, and U.S.C., Chapter 81, relative to compensation for injuries sustained during the performance of work assignments;

I am to conduct myself with honesty and integrity in the performance of my duties;

I am to consciously safeguard Government business, which is not for public information;

This agreement may be terminated at any time by myself or the Office of Congresswoman Drake; and that

A record of my attendance is my own responsibility; however, an evaluation of my performance will be provided to me and my educational institution when my work assignment is completed.

Signature of Student

Date

Section III – Supervisor’s Agreement

I certify that:

Supervision of the Student Volunteer will be provided and a written evaluation of the student’s performance will be provided to the student and educational institution at the end of this assignment should the assignment be tied to educational credit *only*;

The volunteer services to be performed by the student, as outlined in this Volunteer Service Agreement, will not displace any employee or supplant the normal and regular duties of paid employees; and,

The volunteer services to be performed by the student will not result in any direct or indirect benefit to the student’s sponsoring organization or anyone else with whom the individual is affiliated, other than broadening the individual’s knowledge through service of significant educational benefit.

Signature of Supervisor

Date

Section IV – Reference Check

Reference's Name: _____ Date: _____

Reference's Work Telephone: _____ Misc. Telephone: _____

Background: _____
(Including Educational Institution, Academic Level, etcetera)

How long have you known this candidate? _____

What capacity have you known the individual? _____

Please list five adjectives that best describe the candidate: _____

In your opinion, how will the candidate adapt to a professional setting? _____

Please rate the candidate in the following areas on a scale of 1 (poor) to 5 (outstanding).

Maturity	1	2	3	4	5
Respect for Others	1	2	3	4	5
Honesty	1	2	3	4	5
Tactfulness	1	2	3	4	5
Discretion	1	2	3	4	5
Work Habits	1	2	3	4	5
General Appearance	1	2	3	4	5
Organizational Skills	1	2	3	4	5
Emotional Stability	1	2	3	4	5
Motivation	1	2	3	4	5
Flexibility	1	2	3	4	5

Would you recommend the candidate:

- With some reservation Without reservation Enthusiastically

Please add a few comments as to why you believe this applicant would or would not make a successful intern.
