

**NSU COMMUNITYFEST 2024  
VOLUNTEER AGREEMENT FOR FACULTY & STAFF**

This is an agreement between the below stated Volunteer and Nova Southeastern University's Office of Campus Life & Student Engagement. This is to state that the volunteer,

\_\_\_\_\_  
(Volunteer's name)

will be participating in our 20th Annual CommunityFest on Saturday, February 10, 2024, as an event volunteer. The Volunteer named above agrees to serve as a general event volunteer; s/he will be assigned a station and wristband/s corresponding to their shift/s. S/he is required to remain at that station wearing their wristband throughout the entire shift. The Volunteer agrees to check in for his/her shift no later than 15 minutes before the start of the shift. **Face coverings at the event are optional and standard sanitization protocols (washing hands, hand sanitizer, etc.) are highly encouraged.**

*\*\*In the case that the Volunteer is also assisting with an office or department at the event, the time the Volunteer signs up for shall be dedicated solely to CommunityFest and not the office/department's booth. \*\**

Each volunteer will be required to attend one of our **mandatory** volunteer meetings. The dates and times for these meetings are listed below. Please check the last column to indicate which meeting you will attend.

Thursday, February 8 <sup>th</sup>	12:30 p.m. – 1:30 p.m.	Location TBA	
Thursday, February 8 <sup>th</sup>	5:00 p.m. – 6:00 p.m.	Location TBA	
Friday, February 9 <sup>th</sup>	12:00 p.m. – 1:00 p.m.	Location TBA	
Friday, February 9 <sup>th</sup>	5:00 p.m. – 6:00 p.m.	Location TBA	

By signing this agreement, the Volunteer agrees to attend one of these meetings.

**Name of Volunteer:** \_\_\_\_\_  
**N#:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Shirt Size:** \_\_\_\_\_

Please check off the box under the shift(s) you would like to volunteer for. We will do our best to accommodate your preferences:

9:00am – 11:00am	12:00pm – 2:00pm	1:30pm – 3:30pm	3:00pm – 5:00pm

By signing this form, I, \_\_\_\_\_ agree that I will be 18 years or older by February 10, 2024:

**Signature:** \_\_\_\_\_ **Please sign and return. Retain a copy for your records.**

Mail:  
Office of Campus Life & Student Engagement  
Don Taft University Center, Davie Campus  
3300 S University Dr  
Ft Lauderdale, FL 33324

Email:  
[dm2914@nova.edu](mailto:dm2914@nova.edu)  
Phone:  
954-262-7274/7283

**This form must be turned into the Office of Campus Life & Student Engagement located in the Don Taft University Center or via email to [dm2914@nova.edu](mailto:dm2914@nova.edu) no later than January 17, 2024, at 5:00 p.m.**