

How to fill out DD2793 Volunteer Packet

All volunteers for appropriated fund activities shall sign the appropriate part DD Form 2793, "Volunteer Agreement for Appropriated Activities Fund Instrumentalities." The acceptance of volunteer services shall be acknowledged on this document before an individual is allowed to provide volunteer services. A copy of the signed volunteer agreement should be given to the volunteer prior to commencing volunteer services.

VOLUNTEER AGREEMENT FOR X APPROPRIATED FUND ACTIVITIES (Requires an X mark)

PART I - GENERAL INFORMATION

1. TYPED NAME OF VOLUNTEER (**Last, First, Middle Initial**)
2. YEAR OF BIRTH
3. INSTALLATION (**Provide Military Installation Name**)
4. ORGANIZATION/UNIT WHERE SERVICE OCCURS (**DODEA and name of the school**)
5. PROGRAM WHERE SERVICE OCCURS (**DODEA and name of the school**)
6. ANTICIPATED DAYS OF WEEK – (**VARIES**)
7. ANTICIPATED HOURS- (**VARIES**)
8. DESCRIPTION OF VOLUNTEER SERVICES - (**FILL IN YOUR POSITION AND JOB DESCRIPTION**)

PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES

9. CERTIFICATION I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.

a. SIGNATURE OF VOLUNTEER

b. DATE SIGNED (YYYYMMDD)

10.a. TYPED NAME OF ACCEPTING OFFICIAL (Last, First, Middle Initial)

b. SIGNATURE

c. DATE SIGNED (YYYYMMDD)

The DD Form 2793, Volunteer Agreement. The DD Form 2793 must be signed by an "Accepting Official" who is responsible for supervising the work of that volunteer. The "Accepting Official" cannot be another volunteer or contract employee.

VOLUNTEER AGREEMENT FOR			
<input checked="" type="checkbox"/> APPROPRIATED FUND ACTIVITIES		<input type="checkbox"/> NONAPPROPRIATED FUND INSTRUMENTALITIES	
PART I - GENERAL INFORMATION			
1. TYPED NAME OF VOLUNTEER <i>(Last, First, Middle Initial)</i> Doe, John E			2. YEAR OF BIRTH 1978
3. INSTALLATION Patch Barracks		4. ORGANIZATION/UNIT WHERE SERVICE OCCURS DODEA Stuttgart High School	
5. PROGRAM WHERE SERVICE OCCURS DODEA Stuttgart High School		6. ANTICIPATED DAYS OF WEEK VARIES	7. ANTICIPATED HOURS VARIES
8. DESCRIPTION OF VOLUNTEER SERVICES Sports Coach - To provide an enjoyable and safe sporting experience for an assigned group of athletes, while they learn individual and team games skills, sportsmanship and fair play.			
PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES			
9. CERTIFICATION I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, privacy, and conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am not entitled to or expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.			
a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED (YYYYMMDD)	
10.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i> Sam, Yosemite		b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)
PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES			
11. CERTIFICATION I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services that I am offering.			
a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED (YYYYMMDD)	
12.a. TYPED NAME OF ACCEPTING OFFICIAL <i>(Last, First, Middle Initial)</i>		b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)
PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR			
13. AMOUNT OF VOLUNTEER TIME DONATED		14. SIGNATURE	15. TERMINATION DATE <i>(YYYYMMDD)</i>
a. YEARS <i>(2,087 hours=1 year)</i>	b. WEEKS	c. DAYS	d. HOURS
16.a. TYPED NAME OF SUPERVISOR <i>(Last, First, Middle Initial)</i>		b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)