

LEWIS & CLARK
GRADUATE SCHOOL OF EDUCATION AND COUNSELING
Department of Counseling Psychology

VOLUNTEER AGREEMENT

Student Name: _____ Student ID #: _____

Student Program: _____ LC E-mail: _____

Location: _____ Supervisor: _____

In conjunction with the Lewis & Clark Graduate School of Education and Counseling Psychology, Lewis & Clark Community Counseling Center agrees to provide supervised volunteer experience. All hours submitted must be under clinical supervision in order to count towards the required 500 clinical hours in the MCFT program.

VOLUNTEER OPPORTUNITIES (Check One)		
PROGRAM/SERVICE	COMMITMENT	NATURE OF THE WORK
DIRECT CLINICAL SERVICES <input type="checkbox"/>	Must be enrolled in the MCFT/PMHC/PMHCA program and completed first year. Requires at least six months with an average of 6-8 hours per week. Attend a minimum of eight hours of training.	For students who bring a unique skill set, such as Spanish Speaking, to offer clinical support to the interns in group or individual counseling
CLINICAL ADMINISTRATION <input type="checkbox"/>	Must be enrolled in the MCFT/PMHC/PMHCA program and completed first year. Requires at least six months with an average of 4-6 hours per week. Attend a minimum of eight hours of training.	For students wanting to learn and/or build upon clinical skills by helping others. This may include welcoming clients, answering client calls, completing initial screenings, and/or gathering client feedback (surveys).
DATA ANALYSIS/ADMINISTRATIVE/TECHNOLOGY <input type="checkbox"/>	Must be enrolled in the MCFT/PMHC/PMHCA program. Requires at least 6 months with an average of 2-6 hours per week. Attend a minimum of two hours of training.	For students wanting to learn new skills related to business operations and data analysis. This may include working with excel systems, MxEasy observing/recording system, and/or clinical charts.
MARKETING/DESIGN <input type="checkbox"/>	Must be enrolled in the MCFT/PMHC/PMHCA program. Requires at least 6 months with an average of 2-6 hours per week. Attend a minimum of one hour of training. Ability to work at the center and in the community.	For students wanting to learn how to market to the community and create a therapeutic space through décor that speaks to the center's mission of social justice.

TO BE CONSIDERED FOR VOLUNTEERING A STUDENT MUST:

1. COMPLETE 'VOLUNTEERING' FORM
2. SEND IN CURRICULUM VITAE/RESUME

I, the undersigned, agree to follow the Code of Ethics, State Law, and have read and agree to abide by the policy handbook of the LC CCC.

Placement Start Date: _____ Placement End Date: _____ Total hours per week: _____

This agreement is made on _____ between the student, the site, and Lewis & Clark College.

date

Student Signature

Supervisor Signature

Director of L&C CCC

The above signatures indicate that all parties have read and understand in its entirety the information contained in this agreement and in the Internship/Externship Handbook

THIS FORM MUST BE SUBMITTED TO THE CPSY OFFICE

The original copy of this signed agreement must be on file with the Counseling Psychology office before the student may begin volunteer work at the site. One copy of this signature page is for the site supervisor and another is for the graduate student's professional records. This agreement is for the entire internship period unless conditions of the placement change significantly, in which case an amended or new agreement would be required. All students are responsible for ensuring that the Counseling and Psychology Office, site of externship, and student has a copy of this form.

☐ Background Check

☐ Time in Program _____