

STUDENT

Student Legal Name: _____

Preferred Name: _____

Course: _____ Program: _____

CONTACT INFORMATION

Address: _____

City: _____ State/Prov: _____

Zip Code: _____

Home Phone: (____) _____ Work Phone: (____) _____

Cell Phone: (____) _____ Other: (____) _____

E-mail: _____

PERSONAL INFORMATION

Student No.: _____ Date of Birth: _____

CSEO does not demand exclusive representation for volunteering. Students are encouraged to promote themselves through other agencies and personal means of marketing. The best part is that our services are free to our Students unlike many other schools. We in turn expect that our volunteer employers will receive the best of what we both have to offer including respect, integrity and the utmost in professionalism.

Terms of Contractual Agreement:

- The Student is an independent contractor, not an employee of CSEO.
- The Student assumes all responsibility for withholding: Income Tax, Employee Insurance fees and Worker's Compensation Board fees, etc. for any paid opportunities
- CSEO is not responsible for damage, loss or theft of the Student's personal equipment or belongings at any time.
- CSEO is not responsible for personal or public liability.
- The Student must have personal medical insurance

Student Requirements for Web Site & Promotional Representation:

- The Student must provide CSEO with:
- High Resolution, 300dpi, J-Peg or PDF Photo
- Bio: 150 words or less.
- Signed copy of these guidelines and a completed Personal Information Sheet.

Availability/Quotes:

1. CSOE's Volunteer Coordinator will contact you to check availability for a specific date.
2. We ask that you mark your calendar with the event details. This does not mean you have the job. You are being considered for the opportunity and are placed on hold. CSOE provides clients with several options.
3. If you have not heard from CSOE within 14 days or if you have another engagement offered for the same date, please contact the Volunteer Coordinator to confirm the status of the booking.

Bookings/Contracts:

- Once the client has confirmed their selection, and has signed the contract, CSOE will send an Agreement to the Student. No booking should be considered confirmed until this time. The Student must sign the Agreement and fax it to: 555-555-5555 immediately upon receipt. The terms of the engagement and event details can be found in the Details of Performance/Work section of this Agreement. Please review before signing.
- The Student must contact the Volunteer Coordinator no less than 24 hours prior to an event to confirm details and obtain any changes or additional information.

Load In:

- The Student will enter through loading bay area and use service elevators at all times unless an alternative entrance has been previously arranged. Student to confirm load in time with coordinator a minimum of 24 hours prior to event time.

Conduct:

1. The Student is required to arrive (at minimum) 30 minutes prior to show time.
2. The Student will professionally represent CSOE and no other school during CSOE events. We kindly ask the Student to hand out only CSOE business cards rather than their own. These can be obtained through the Volunteer Coordinator. We also ask that any future business the Student garners during a CSOE Event be handled through CSOE.
3. The Student will identify themselves by name and as students of CSOE to the contact specified on the contract. This contact will confirm and assist with set up location.
4. The Student must be well groomed, look and smell clean. No bright colors please.
5. Unless otherwise stipulated in the Agreement, the Student is responsible for all costs of doing business that may be associated with a CSOE event including: parking, gas, food and beverages.
6. The Student will not consume any food or beverages during an event unless previously arranged or invited to do so by the client or Volunteer Coordinator.
7. No consumption of alcohol is permitted at any time during an event or while representing CSOE.
8. Should the Student require a meal while volunteering (due to inaccessibility or length of shift) it is to be arranged prior to the event through the Volunteer Coordinator, and is still at the discretion of the client.

Payment Terms:

- The Student will be paid by company check on the day of the event by CSOE's Volunteer Coordinator. Should the Volunteer Coordinator be unable to attend, the Student's payment will be mailed to the address specified on the attached information sheet.
- Should the Student's payment be made out to an association or company other than their given name, this name must be clarified on the attached Student profile sheet.

Should the Student not adhere to the terms and conditions set forth by us, CSOE reserves the right to retract the Student from the CSOE website and reserves the right to discontinue acting as a representative or agent to the Student. I understand that this contract is completely bogus, has nothing to do with the school and is only being used as an example in my Risk Management and Law Class. Do not laugh at this point, since you don't want others to know that you know! Congratulations for reading this portion of the agreement! You have successfully passed my challenge. Please do not fill out any portion of this agreement and do not sign it. Quietly submit the blank, unsigned document to me. Do not give any indication that you know anything. I, The Student agree that I shall have no right of approval, no claim to any compensation or benefit (including, without limitation, claims based upon invasion of privacy, defamation, or right of publicity) arising out of use or any blurring, distortion, alteration, optical illusion, or use in composite form, whether or not intentional. I, The Student further give permission, in perpetuity to reproduce, copy, publish, broadcast, or otherwise use my likeness or to refrain from so doing, in whole or in part, in any manner or media whatsoever. I, agree that in the event that my likeness is recognizable in a final broadcast or any manner or media whatsoever that I will receive no payments or other compensation.

I am the Student or an authorized representative, and have read, acknowledge, understand and agree to all of the terms and conditions in this agreement;

Print: _____ Sign: _____ Date: _____