



Verification of Employee Volunteer Service

The deadline to complete your volunteer service is December 31, 2018

Complete the below portion of this Agreement after your service and return a copy to Human Resource Services upon completion of your volunteer service by January 9, 2019

TO BE COMPLETED BY AN AUTHORIZED SUPERVISOR ASSOCIATED WITH THE CHARITABLE 501(c)(3) ORGANIZATION:

UMB Employee First Name: _____ MI: _____ Last Name: _____

This is to certify that the above named UMB employee participated in the following volunteer service:

Organization Name: _____

Organization Address: _____

Organization Contact: _____ Phone#: _____

Date of Service: _____ Hours of Service: _____

Description of the service provided by the volunteer: _____

I certify that the volunteer service has been performed in conjunction with an organization that has a valid 501(c)(3) designation from the Internal Revenue Service. The activity performed was not partisan or for-profit and did not promote religious beliefs or influence legislation, governmental policy, or election to public office. I further certify that the participating employee did not receive any direct compensation or benefits for the service.

Program Supervisor Signature: _____ Date: _____

TO BE COMPLETED BY EMPLOYEE:	
Employee Signature: _____	Date: _____
Employee's Supervisor Signature: _____	Date: _____

Return Completed Form to:

Human Resource Services, 620 W. Lexington St., Third Floor, Baltimore, MD 21201
Email HRWeb@umaryland.edu