

University of Idaho
English Conversation Partner Agreement

This agreement made and entered into by and between the Board of Regents of the University of Idaho International Programs Office (“UI” or “IPO”) and the English Conversation Partner Volunteer (“volunteer”) establishes the guidelines for interactions in the English Conversation Partner Program. The purpose of this Agreement is to define the duties, responsibilities, and purpose of every volunteer participating in the English Conversation Partner program.

The English Conversation Partner program is completely voluntary, on both sides, and is based upon mutual interest between the instructors and participants. While care is taken to screen the students and volunteers, the UI does not take any responsibility for any incidents arising due to this program.

This Agreement shall be effective as of the date of the last executed signature and shall remain in effect for one (1) calendar year, unless terminated sooner.

Whereas UI and volunteer have identified the English Conversation Partner program as a valuable and beneficial experience for volunteer, UI and students. The volunteer agrees to the following:

1. For the safety of the students and the integrity of the program, the participating English Conversation Partner agrees to adhere to the following expectations and responsibilities outlined in the Volunteer Application Form.
2. Volunteers shall not obligate or expect students to participate in any activity or event unless the student freely consents.
3. Volunteers will be sensitive to the cultural expectations and customs of the students to whom they are hosting.
4. Volunteers agree to attend English Conversation Partner events at the University sponsored by the International Programs Office.
5. Volunteers will maintain contact with the student at least once per month unless the student indicates otherwise, or the volunteer is directed to discontinue contact. Volunteers should contact IPO if the student does not respond or contact the volunteer within three weeks of arrival. Volunteers should provide opportunities to engage with the student.
6. After the student’s first semester, volunteers must meet for at least two hours a month with their student throughout their commitment to the program for a full academic year.
7. Volunteers must attend the Welcome Back Picnic hosted by the International Programs Office at the beginning of the Fall semester.
8. Volunteers must complete the Connectivity Report during the middle and at the end of each semester.
9. All questions and concerns should be directed to the Program Coordinator at the University’s International Programs Office. A volunteer shall contact IPO the volunteer believes a student is in danger or at risk of harm. If an immediate emergency, the volunteer shall contact an appropriate law enforcement agency.
10. Volunteers shall maintain contact with the appropriate IPO representative upon request while participating in the program. Failure to meet with an IPO representative may result in removal from the program.
11. Volunteers should not assist with the student’s visa or immigration questions; ask or agree to the student house-sitting or childcare for the English Conversation Partner; or provide housing for the student or their visitors.

12. Volunteers are not expected to provide money or assist the student with academic, financial, or health problems.
13. All household members over the age of 18 must sign and return a copy of this agreement to IPO.
14. The University of Idaho has a policy of nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, disability or status as a Vietnam era veteran. This policy applies to all programs, services, and facilities, and includes, but is not limited to, applications, admissions, access to programs and services, and employment.
15. Nothing contained in this agreement shall be construed as creating a joint venture, partnership, or agency relationship between IPO or the University and the volunteer. The volunteers participating in this program are engaging in a culturally beneficial experience and shall not be deemed in any manner as employees or agents of the University. The volunteer shall not have any third-party beneficiary rights arising out of the terms and conditions of this agreement.
16. Volunteer has completed the Volunteer Application Form through the University of Idaho International Programs Office and, under the terms and conditions of this Agreement, the volunteer has read and understands their obligations. Volunteers shall contact and inform the IPO of any changes to any status or condition indicated on their Volunteer Application Form and update their information.

By signing, I acknowledge that I have read and understand the terms of this Agreement and the following:

1. The references I have submitted with my application may be contacted by the program staff. In addition to those listed, other references may be contacted.
2. That no individuals have been convicted of a misdemeanor or felony involving violence or sexual misconduct.
3. That all misdemeanor or felony criminal convictions have been disclosed to the program staff and I understand that such disclosures may prohibit me or my household members from participating in the program.
4. That the English Conversation Partner program is under no obligation to match me with a student.
5. That the University of Idaho is not liable for the acts or omissions of the participants (English Conversation Partners or international students) in any service or program that it supports. I agree to indemnify, defend and hold harmless the University and IPO from and against all claims arising out of this Agreement or performance thereof.
6. That I have answered the English Conversation Partners Application truthfully and completely.
7. That I am aware of the University's Vandal CARE resource to report concerns about a student and I know that it accessible online and located here: [VandalCARE: Report a Concern - DOS | University of Idaho \(uidaho.edu\)](#).
8. That my role in the English Conversation Partner Program is volunteer only and that I participate as a volunteer with no expectation of compensation from the University.

Name (print) _____ Date _____

Name (signature) _____