|  |  |
| --- | --- |
| **First Name** | **Last Name** |
|  |  |
| **Phone** | **Personnel #** |
|  |  |
| **College/Office/Department Name** | **VOLbreaks Season (Fall 2023, Spring 2024)** |
|  |  |

**Please check the box that corresponds with your status at UT:**

|  |  |
| --- | --- |
| **Status** | **Check** |
| 9 month faculty |  |
| 12 month faculty |  |
| Exempt Staff |  |
| Non-Exempt Staff |  |
| Graduate Assistant |  |

**Please check each response indicating your agreement:**

I understand Learning Partners are required to attend the entirety of the selected VOLbreaks Alternative Break experience (Fall Break – October 7-10, 2023; Spring Break – March 9-16, 2024). If selected to be an LP (and after consulting with the JCLS staff), if situations outside of my control necessitate my early departure from my trip, I am responsible for any/all costs with that travel.

I have read the Learning Partner FAQ (<https://leadserve.utk.edu/volbreaks/get-involved/volbreaks-learning-partners/>) and agree to upload the duties associated with this responsibility.

I have spoken with my supervisor about how my absence from the office will be handed, if selected for the LP role (i.e., annual leave taken or not, etc.).

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Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YOUR** Supervisor’s Signature (Dean, Director, Department Head) Date

***Return to:***

***Jones Center for Leadership and Service***

***Email: leadserve@utk.edu***

***Campus mail: 1502 Cumberland Ave, 193 Student Union Building***