

**MONTANA HERITAGE PRESERVATION AND DEVELOPMENT COMMISSION  
VOLUNTEER SERVICES AGREEMENT**

This Volunteer Services Agreement (Agreement) is entered into by and between the Montana Heritage Preservation and Development Commission (Commission) and [REDACTED] (Volunteer).

The Commission and Volunteer agree to the following:

**Section 1. PURPOSE**

The purpose of this Agreement is to memorialize the volunteer relationship between the Commission and the Volunteer.

**Section 2. LEGAL RELATIONSHIP BETWEEN THE PARTIES**

The Commission and the Volunteer stand in the relationship of employer and employee for purposes of and as those terms are defined in Title 39, chapter 71, MCA. However, the Volunteer is not a salaried employee and is not entitled to wages and benefits.

**Section 3. SUPERVISION**

Elijah Allen and Leona Stredwick shall supervise the Volunteer. The Volunteer shall make all official contact with the Commission through his or her supervisor.

**Section 4. SCOPE AND DUTIES**

The Volunteer agrees to: be a volunteer for the Montana Heritage Commission/ State of Montana. This may involve cleaning, construction related to historic preservation, artifact cleaning and restoration.

**Section 5. EFFECTIVE DATE AND TIME OF PERFORMANCE**

This Agreement takes effect upon execution and can be terminated at any time by either party for any reason.

**Section 6. REIMBURSEMENT FOR EXPENSES ONLY**

The Volunteer will perform volunteer services for civic, charitable, or humanitarian reasons. The Volunteer will not be compensated for any hours, duties, or volunteer services.

Reimbursement for pre-approved expenses relative to travel, meals, and lodging will be reimbursed at the rate paid to state employees pursuant to Title 2, Chapter 18, Part 5, MCA. Payment will be made on a monthly basis upon submission of a completed and approved State of Montana Travel Expense Voucher.

**Section 7. MATERIALS AND EQUIPMENT TO BE FURNISHED BY THE COMMISSION**

The following types of supplies, materials, and equipment will be furnished to the Volunteer for performance of their volunteer services. The Volunteer agrees to treat the supplies, materials, and equipment with reasonable care. The Volunteer shall report lost or stolen supplies, materials, and equipment immediately to his or her supervisor.



