



Volunteer Work Exchange Agreement

This agreement serves to outline a work exchange between Manhattan Arts Center (MAC) and _____ (Volunteer name). MAC provides the Volunteer a 50% discount from the standard tuition of a class of their choice and the Volunteer completes 90 minutes of work per class meeting. The assigned volunteer tasks may be in any MAC program area (i.e. clay, art, theater, office, etc.) and assigned by the corresponding program Supervisor.

- This agreement does not guarantee future work exchange agreements for the Volunteer.
- MAC reserves the right to administer these agreements on a case-by-case basis according to prior volunteer service, financial need, and necessity of service to MAC.
- The supervisor will work 1-on-1 with Volunteer to coordinate and assign tasks based on the volunteer's interests and capabilities.
- Tasks will be completed either during regular business hours, open studios, or at the cooperation of a staff member that can give Volunteer access to the space and required materials.
- This agreement does not constitute employment by MAC, and the Volunteer will only receive compensation in the form of the discount described above.
- All tasks are expected to be completed within four weeks of the conclusion of the class, and may begin as soon as this agreement is complete.

The undersigned hereby enter into this agreement pursuant to the above terms and conditions.

(Volunteer Name)

(Volunteer Signature)

(Date)

(MAC Supervisor)

(MAC Supervisor Signature)

(Date)

(Education Director Signature)

(Date)