



## **President's Emerging Leaders Program (PELP) Mentorship Program**

The APSU Mentorship Program is designed to engage alumni volunteers of all backgrounds and experience levels who are eager and willing to share their wisdom and advice about life beyond APSU.

This unique opportunity is designed to cultivate meaningful, professional mentor/mentee relationships between alumni and students. This program allows alumni who are passionate about helping students, provide guidance and support for a successful future and develop lasting relationships that will extend beyond these campus walls.

### **Mentors (Alumni & Friends):**

- The program is open to alumni and friends from all class years and programs.
- Participants must register by logging on to the mentorship program's website and complete the online profile form.
- Mentors must sign the volunteer agreement form.
- Alumni and friends may participate only as mentors.
- Mentors may accept only one mentee at a time.
- Mentors review each mentee's profile before confirming a request.
- The commitment as a mentor lasts for the academic year (August 2022 – May 2023).
- Mentors remain anonymous to the student until the mentor reviews the requested matching. Once accepted, the mentor-mentee pair then agree on goals and communication preference, including whether they'll speak by phone, via email or meet in person and how often they'll connect.
- We encourage you to connect with your mentee on a regular basis (i.e. once a month phone call, in person meeting, or email conversation); however, the frequency and form of communication are things you both will decide on.
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## **Key Dates:**

### **May - August 2021**

- PELP students must complete their online profile and student conduct agreement.
- APSU alumni and friends are identified to match with PELP mentees.
- Mentors must turn in their volunteer agreement to Tonya Leszczak, Senior Director of University Events & Engagement at [leszczakto@apsu.edu](mailto:leszczakto@apsu.edu).
- Tonya Leszczak, Senior Director of University Events & Engagement, contacts mentors and mentees to confirm their pairing.

### **Fall 2022**

*Upcoming fall events will be confirmed closer to the start of the semester in August.*

- Mentor & Mentee Meet & Greet – Saturday, Sept. 10 – President’s Red Out Tailgate, 1-2:30 p.m., Tailgate Alley
- Homecoming Events:
  - Friday, September 23 - PELP/Honors Alumni Reception, 4-6 p.m., Honors Commons
  - Saturday, September 24 – Gobs Tailgate, 1-3 p.m., Tailgate Alley
- Fall Dinner with Gobs – Thursday, October 20, 5:30 p.m., Location TBD

### **Spring 2023**

*Upcoming spring events will be confirmed once the fall semester starts.*

- Spring Dinner with Gobs – Thursday, March 23, 5:30 p.m. Location TBD

**Austin Peay State University  
Outside Employment Request form**

**Employee Name**

**Title**

**Department**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe the nature of the outside employment and the expected amount of time involved. Keep in mind, outside employment must meet the guidelines of this policy as follows:

1. Must not interfere with assigned duties and responsibilities;
2. Must not constitute a conflict of interest or compete with the education, research, or public service programs of the University;
3. If involving employment with other agencies, departments, or institution of State government, including State institutions of higher education, is subject to the prior approval of the President and the appropriate representative of the other agency, department, or institution;
4. Must not be undertaken with the claim that the individual is an official representative of the Institution in connection with the employment;
5. If involving the use of institutional equipment, facilities, or services must have University approval and provide for compensating the Institution at the rates established by the University;
6. If an outside compliance agency requires the President's approval for outside employment, that approval process will take precedence over the procedures outlined in Paragraph 2 of APSU Policy "Outside Employment and Extra Compensation 5:014" and can be accessed at:  
[https://www.apsu.edu/policy/5s\\_personnel\\_policies/5014-outside-employment-and-extra-compensation.php](https://www.apsu.edu/policy/5s_personnel_policies/5014-outside-employment-and-extra-compensation.php)

Number of hours required per week for outside employment \_\_\_\_\_

The employee verifies that this request is consistent with the requirements outlined in APSU Policy 5:014.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Department Head Recommendation:**

Approved      \*Disapproved

Department Head Signature \_\_\_\_\_

**Intermediate Supervisor (Dean/Director) Recommendation:**

Approved      \*Disapproved

Intermediate Supervisor (Dean/Director) Signature \_\_\_\_\_

**Final Decision of Vice President/President:**

Approved      \*Disapproved

Vice President/President Signature \_\_\_\_\_

**Final Review of Employee's Request if Disapproval of Vice President is appealed to the President**

Approved      \*Disapproved

President Signature \_\_\_\_\_

\*Attach justification for disapproval

**Please forward to HR once completed.**

STATEMENT OF UNDERSTANDING/AGREEMENT BETWEEN  
**AUSTIN PEAY STATE UNIVERSITY**

AND

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**Volunteer's Name**

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**Department**

1. The volunteer understands that he/she is not to be considered an employee, agent or independent contractor employed by the University for any purpose. The volunteer acknowledges that he/she will neither accept nor claim entitlement to any salary or benefits of employment, including but not limited to insurance, retirement benefits, worker's compensation, travel expenses, or any other form of compensation of any kind.
2. The volunteer understands that he/she has no actual authority to bind or represent the University with regard to any third parties. Moreover, the volunteer agrees to avoid giving the impression of having apparent authority to bind or represent the University with regard to third parties. Accordingly, the volunteer may not sign or enter into any agreements or contracts on behalf of the University.
3. The volunteer understands that {T.C.A. 9-8-307(h) 8-42-101(a)(3)} extends certain protections to individuals who are participants in volunteer programs which are operated under the authorization of a state agency or department. For actions taken in the course of performing volunteer services, which are neither willful, malicious or criminal, or acts or omissions done for personal gain, an authorized volunteer is immune from suit in the same manner as state employees. Persons injured by the actions of a volunteer are able to file a claim directly against the state.
4. The volunteer acknowledges that the University shall have no liability for personal injury or property damage which may be suffered by the volunteer, unless such injury or damage directly results from the negligent act or omissions of state employees or authorized volunteers. Any and all negligence claims shall be expressly limited to claims approved by the Claims Commission. The volunteer agrees to abide by all applicable University policies and procedures, including but not limited to, the APSU Student Code of Conduct, Policy 5:043 Employee Code of Conduct, Policy 6:004 relative to discrimination and harassment, and Policy 4:029 Acceptable Use of Information Technology Resources, etc.
5. The volunteer acknowledges that he/she may not operate automotive or other state owned equipment of the University without specific written authorization of the President of the University.
6. The volunteer and the University agree that no person shall be subjected to discrimination on the basis of race, color, religion, sex, age, handicap, or national origin in the execution or performance of this Agreement.
7. The volunteer acknowledges that he/she should wear a cloth or surgical-style mask or face covering following the guidelines of the Centers for Disease Control (CDC). The face covering must be worn over the nose and mouth. Areas of mandatory mask wearing include, but are not limited to, campus buildings, restrooms, dining

services and other shared spaces. Face coverings are not required in outdoor areas, but are highly recommended. Visitors who do not have masks will be offered a paper mask to wear while on campus grounds, in accordance with the University's guidelines for wearing face masks. In an effort to keep our community safe, these masks must be worn for the duration of the visit or business on campus.

8. The volunteer acknowledges that remote meetings are to be utilized as much as possible to reduce physical interaction.
9. The volunteer acknowledges that for business that cannot be conducted remotely volunteers must schedule appointments with the appropriate department prior to presenting themselves at the department.
10. The volunteer acknowledges that visitors to campus buildings must be limited to those individuals who have a necessary academic/business need that cannot be addressed remotely.
11. Austin Peay State University and the State of Tennessee and their respective employees shall have no liability unless specifically provided for in this Agreement.
12. This Agreement may be terminated at any time upon written notice of the volunteer or the President of Austin Peay State University.

**ACKNOWLEDGMENT**

I, \_\_\_\_\_ (name of volunteer), have read and understand the above statement/agreement and agree to abide by its terms and conditions while I am participating in volunteer activities at Austin Peay State University. This agreement is effective from \_\_\_\_\_ (date) through \_\_\_\_\_ (date).

Volunteer Address: \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Approval of Statement of Understanding/Agreement:**

\_\_\_\_\_  
Supervisor of Volunteer (print name)

\_\_\_\_\_  
Supervisor of Volunteer (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director or designee (print name)

\_\_\_\_\_  
Director or designee (signature)

\_\_\_\_\_  
Date

**ADDENDUM TO VOLUNTEER STATEMENT OF UNDERSTANDING/AGREEMENT**

An exception is requested to paragraph 5 of this agreement to authorize the volunteer to operate a University vehicle. He/She has a valid drivers' license and has completed all requirements specified in the APSU Student/Group Travel Policy.

Volunteer Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Vice President