Volunteer Identification Flowchart

Is the individual providing a service for the University?

Yes

Would the individual be considered a participant in an event or activity?

Yes

Not a volunteer

No

Not a volunteer

No

Is the individual receiving compensation from the University?

Yes

Not a volunteer

No

Paperless Volunteer Form is needed:
https://www.csustan.edu/hr/volunteers

1. Volunteer: Section 553.101 of Title 29, Code of Federal Regulations defines a volunteer as “an individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered...during such hours”. In addition, an individual shall be considered a volunteer only where his/her services is/are offered freely and without pressure or coercion, direct or implied, from an employer. (HR 2015-10)
   - Examples of volunteer work may include, but are not limited to: volunteers who teach or assist in teaching; volunteers who assist with registration; volunteers working in Health Centers or learning centers; students who volunteer to assist with campus activities; volunteers who drive vehicles on official university business such as field trips or athletic events; volunteers who perform general office work; and volunteers who assist at campus events. (HR 2015-10)
   - Service Learning Students: CSU students who provide service in connection with an academic course or program may be a type of CSU volunteer in certain circumstances. (HR 2015-10)

2. Service: The action of helping or doing work that benefits the University

3. Participant: Someone who takes part in an activity or event (example: attendee at an event, member of audience)

4. Compensation: Monetary award for services rendered or intrinsic value