VOLUNTEER GUIDELINES

The Volunteer Identification Form (HR Form #7) must be completed and submitted to Human Resources with appropriate approvals prior to the performance of volunteer duties.

A Volunteer is an individual who performs work for or provides services without compensation.

A Volunteer may perform a variety of functions in support of campus activities. Some examples of volunteer work include, but are not limited to, the following:

- Teach or assist in teaching a class;
- Work in learning centers;
- Drive vehicles on official State business such as, field trips and athletic events;
- Assist in mass mailing;
- Grounds work.

A Volunteer must have the necessary supervision to safely carry out the volunteer work and, depending on the particular function to be performed, must meet the appropriate license requirements, such as current driver’s license and good driving record.

Steps to check before volunteer starts:

- The minimum age for Volunteers is 14 years old;
- A Volunteer between 14-18 years old has certain provisions/restrictions regarding allowable work hours, consult with Human Resources for details;
- Volunteers under the age of 18 may not perform work relating to K-12 activities, or have direct contact with minor children at University programs;
- The Volunteer ID Form may not be used for activities associated with student associations/clubs;
- Faculty/Advisors may not sign/approve the Volunteer ID Form;
- Dean/Vice President must sign/approve the Volunteer ID Form before work begins;
- Form must be submitted to Human Resources before work begins.