



ALMA COLLEGE

Volunteer Policy

Purpose

This policy is designed to enable Alma College to accept volunteers, reduce volunteer risk and protect the interests of the college, its volunteers and the community it serves.

Definition

A “college volunteer” is defined as any uncompensated individual whose services are offered freely and without pressure or coercion, to support the humanitarian, charitable, civic or public service activities of the college. Those individuals working in an unpaid internship capacity will fall under the volunteer category. To qualify as a college volunteer, an individual must be willing to provide services according to the procedures in this policy.

Policy

College volunteers are expected to abide by all college policies, procedures and external laws and regulations that govern their actions. These may include but not be limited to those relating to ethical behavior, safety, confidentiality, protected health and student information, computer use, financial responsibility, and drug use.

College volunteers are not covered by the Fair Labor Standards Act minimum wage, overtime and record keeping requirements and are not considered college employees for any purpose. Therefore, college volunteers are not eligible for compensation or any college benefit as a result of their volunteer association with the college.

Process/Procedures

When selecting and engaging a college volunteer, it is the department’s responsibility to be certain the individual has adequate experience, qualifications, and training for the task he or she will perform. **The following procedures are required to engage a volunteer prior to any volunteer work actually being performed:**

1. Departments wishing to engage a volunteer must complete a description of the duties and services to be performed as well as a start and end date on the Volunteer Agreement Form.
2. The volunteer must complete the remaining portions of the Volunteer Agreement. These forms should be forwarded to Human Resources for review.
3. Human Resources must conduct criminal background checks and receive acceptable results before the volunteer can engage in any activities or services on an Alma College program or project.
4. Human Resources will determine specific training required for the volunteer. This training may

include sexual harassment training, working with minors or any other specific training needed based on the volunteers activities or services provided.

5. If the individual is a returning volunteer but the break in their service is greater than one year, all applicable forms and processes must be completed once again.
6. If the individual is a current volunteer but their duties have changed, all applicable forms and processes must be completed once again.
7. A college volunteer may serve no longer than one year without renewal.

Eligibility

Any individual is eligible to serve as a college volunteer if:

The individual must have adequate experience, qualifications, and training for the task(s) he or she will perform as a college volunteer.

A current employee may not become a college volunteer at the college in any capacity in which he or she is employed at the college, or which is essentially similar to or related to the individual's regular work at the college. A current employee may volunteer for special events, programs or in any capacity that differs from his or her employment.

Exemptions

College volunteers may not replace employee positions or impair the employment of a college position.

An individual under the age of 18 must obtain parental consent to volunteer.

Individuals under the age of fifteen may not become college volunteers.

Prohibited Activities

College volunteers are prohibited from performing the following activities:

- Operating a college owned or leased vehicle (this will exclude volunteers driving golf carts at a college sponsored event on the college campus)
- Operating heavy equipment
- Activity considered inappropriate for any employee
- Entering into any contract on behalf of the college
- Working with infectious or potentially infectious agents, including human blood
- Working with hazardous materials, environments or related areas which may otherwise place the volunteer at risk for physical harm.
- For volunteers under the age of 18, engaging in any activity that would violate the child labor restrictions of the Fair Labor Standards Act.

Services Requiring a Volunteer Agreement

- Volunteer activities with students and/or subjects of experiments
- Activities with minors such as specialty camps
- A person volunteering for an extended period of time (e.g. one week or greater)

- Long term or on-going volunteer services such as mentoring
- Recreational and competitive sports
- Services requiring access to confidential information

To perform any of the voluntary activities listed above, a Volunteer Agreement form and background check must be completed.

Services Not Requiring a Volunteer Agreement

- Commencement volunteer
- Phone-a-thon volunteer
- Volunteer fundraising activities
- Public speakers
- Ushering campus events
- Participation in all volunteer committees

Specific one-time activities which may be considered “low risk” would not require a Volunteer Agreement or background check. To ensure consistency in application, please contact Human Resources before allowing a person to begin volunteering in the department.

Dismissal

A college volunteer’s term of service may be ended at any time without prior notice. Likewise, a volunteer may leave at any time.



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Volunteer Assignment Form

Volunteer Assignment Information: (To be completed by Supervisor)

Reporting Department:	Supervisor of volunteer:	Starting Date:	Ending Date:
Brief description of duties:			

Volunteer's Information:

First Name:	Middle Initial:	Last Name:	
Address:	City:	State:	Zip:
Date of Birth:	Phone #:	Email Address:	
Have you ever been convicted of a crime other than a minor traffic violation? (Circle One) Yes No		If yes, please explain and list dates:	

Emergency Contact Information:

Name:	Relationship:	Phone #:
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As a volunteer, I understand that I will not receive any compensation or benefits from Alma College for my participation in the duties outlined above. I understand that in order to volunteer my services, I must complete a criminal background check before services may start. In the event that I am injured during my volunteer service, I agree to use my own medical insurance for any claim and agree to hold harmless Alma College from all claims or judgments for any injuries incurred on the Alma College property. I agree to abide by all applicable rules and regulations of Alma College and any of the departments where I engage in volunteer activities. I understand that, as a volunteer, Alma College and I have the right to end my volunteer relationship at any time, for any reason and without advance notice. I am aware of the terms and conditions of this agreement and am signing this agreement of my own free will.

Volunteer's Signature

Date

Parent's Signature (If applicant is under 18)

Date