

Procedure: 5.19A

Volunteering at the College Procedure

In compliance with the Volunteering at the College policy, departments that utilize college volunteers must follow the outlined procedures.

A department seeking to engage a volunteer must first submit a Request for Voluntary Services form for approval by the appropriate supervisor. In addition to the Request for Voluntary Services form, the department must submit volunteer responsibilities that include, duties, skills, and experience to Human Resources. Once reviewed and approved by Human Resources, the department may recruit volunteers for the services needed.

Each volunteer must complete a volunteer application, background check, and waiver. All forms should be submitted and approved by Human Resources prior to volunteering at the College. Human Resources will keep a comprehensive list of all active volunteers at the College.

Supervisors of volunteers are required to provide volunteers with training, access to college policies, and overall supervision for the work assigned. Volunteers must complete volunteer logs and submit those logs to the supervisor on a monthly basis. The completed logs should be approved by the supervisor and submitted to HR by the end of the month.

By default, volunteers are not assigned college resources such as an email address or computer, unless it directly impacts the work the volunteer completes. All requests for such resources must be approved by the appropriate President's Cabinet member.

The supervisor must notify HR within 30 days when a volunteer ends the working relationship with the College.

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