



Compliance Alerts!

May 2022: University Volunteers

To reduce volunteer risk and to protect the interests of members of the University community and individuals who volunteer, the University has instituted 2 policies that govern volunteers and their activities. The University's **Volunteers** policy outlines specific requirements that govern individuals who will serve as volunteers. The University's **Background Checks for Volunteers and Contractors** policy is designed to enable the University to reduce its risks and to achieve the goal of providing a safe and secure environment by conducting criminal background checks on certain volunteers and independent contractors.

Who is a Volunteer?

University volunteers are uncompensated individuals who perform services directly related to the University's mission of teaching, research, and public service.

- Must be at least 16 years of age - Any volunteer under the age of 18 must receive parental permission to participate in the specific volunteer activity.
- Individuals who may be volunteers, but who are not subject to the policy on Volunteers:
 - Currently enrolled students (as long as the volunteer assignment does not include unsupervised access to individuals under the age of 16);
 - Individuals whose volunteer services do not exceed seven calendar days during a one-year period (as long as the volunteer assignment does not include unsupervised access to individuals under the age of 16); or
 - Individuals appointed to a University advisory body by the Chancellor, Provost, Vice Chancellor, or Dean.
 - An individual under the age of 18 or who is still in high school.
- Individuals who hold non-immigrant visa status, including individuals on visitor visas, may not engage in volunteering activities at the University.

Prohibited Activities

University volunteers are prohibited from performing any of the following activities:

- Operating a University vehicle or other heavy equipment unless an exception exists;
- Working with hazardous materials;
- Performing any activity considered inappropriate for a University employee; or
- Entering into any contract on behalf of the University.

To keep the community informed, all **Compliance Alerts!** are maintained on the University's Compliance and Enterprise Risk Management webpage. [Compliance Alerts \(uncfsu.edu\)](https://www.uncfsu.edu/compliance-alerts)

Procedures for Selecting and Engaging Volunteers

It is the responsibility of the unit seeking volunteers to ensure that a volunteer has adequate experience, qualifications, and training for the assignment s/he will be required to perform, and that the individual has completed the required documentation needed to be recognized as an official University volunteer.

Documentation Required Prior to Approval as a Volunteer

The following documentation is required before an individual is approved as a volunteer:

- Description of Volunteer Service (Completed by Unit Head)
- Volunteer Application
- Wavier and Release of Liability
- Parental Consent if Under 18

Criminal Background Checks

A volunteer will be subject to a criminal background check if the volunteer's service to the University will involve ***working with minors*** or having ***direct contact with minors*** and/or the ***volunteer will have fiduciary responsibilities, such as access to University funds.***

Termination of Service

A volunteer's service may be terminated at any time without notice.

Please review the University's [Volunteers](#) policy and its [Background Checks for Volunteers and Contractors](#) policy for more information.