**Volunteer Checklist**

Federal and state law defines a volunteer as a person who performs an act for the benefit of a public entity at the request of and subject to the control of such public entity. Volunteers may not displace university employees or perform work that would ordinarily be performed by university employees. If you have questions about whether an individual should be hired as an employee, rather than performing services as a volunteer, you should contact campus human resources.

Volunteer criteria include:

* A volunteer is not an employee
* volunteer performs activities at the request of, for the benefit of, and under the supervision of, the university.
* University employees can volunteer so long as the volunteer activities are not the same or similar to the activities the employee is employed to perform.
* A volunteer willingly provides goods or services without any promise, expectation or receipt of pay or payment in kind. The volunteer does not receive any benefit from the university.
* Volunteers work less than full-time, unless performing services for a limited defined period (e.g. a semester or set number of weeks).
* The services are of the kind typically associated with volunteer work.
* No regular employees have been displaced to accommodate the volunteer.

Volunteer activities may include service activities for civic, charitable or humanitarian reasons such as child care, assisting seniors and other services not typical to paid workers.

Prior to developing a volunteer program, review your department’s readiness and perform a risk assessment to determine if a program would be appropriate, feasible, valuable, and safe to you and the volunteers. Developing your goals, policies, and procedures will address volunteer/staff relations, disciplinary procedures, methods of communication and other volunteer management concerns. Following is a checklist to assist in the process.

 Assess the risk of the activities.

* define who the volunteer will interact with, e.g. patients, minors, elderly
* identify any required skills and physical requirements
* identify any safety equipment and training requirements, confer with Environmental Health & Safety on laboratory safety training requirements e.g. bloodborne pathogen, hazardous chemicals
* follow campus policies, e.g. UCD Minors in Lab Policy

 Prepare a written application process.

* identify qualifications needed for the position
* determine the number of volunteers needed for the activity

 Identify all training requirements.

* safety training based on risk assessment
* HIPAA, FERPA
* sexual harassment, non-discrimination and standards of conduct
* alcohol, drug and marijuana use and smoking in the workplace
* confidentiality and computer use guidelines
* emergency response requirements
* other university and campus policies, procedures and guidelines applicable to the training activities

 Identify required applicant screening requirements.

* appropriate screening based on the activities and who the trainees will be working with e.g. references, background checks, criminal history checks, motor vehicle checks, required release forms
* refer to human resources or legal counsel for guidance on following the Fair Labor Standards Act and the Colorado Youth Employment Opportunity Act for minimum age and activities

 Prepare a written activity description.

* Title and description of activities including purpose and objective
* key responsibilities and authority
  + volunteers may not conduct financial transactions on behalf of the university
* expected service hours/time commitment and volunteer activity duration
  + must be less than full time
* location of activities
* foreseeable workplace hazards
* safety training and safety equipment requirements
* department point-of-contact information
* describe the benefit to the university

 Contact your campus international office and URM for information on international volunteers.

 Agreement and waivers:

* utilize one of the following templates to secure a signed waiver/consent
  + [Volunteer Agreement and Waiver](http://www.cu.edu/sites/default/files/Volunteer%20Checklist%208_1_14.docx)
  + [Minor Consent](http://www.cu.edu/doc/minor-consent-103116.docx) template if volunteer is a minor
  + [Minor in Lab Consent](http://www.cu.edu/doc/minor-lab-consent-103116.docx) template for lab or more hazardous activities.
* obtain a confidential disclosure where appropriate, contact University Counsel for guidance on Substance Abuse Confidentiality 42 CFR.
* obtain a photo authorization where appropriate

 Provide an orientation, any safety instructions, training and ongoing supervision and support.

 On-going volunteer program responsibilities:

* insure that all volunteers are provided with direct university supervision
  + review with the volunteer the tasks for the day and any problem areas
  + provide oversight as indicated based on the activity, age and experience of the volunteer
* periodically, review the effectiveness of the volunteer program