University of Colorado
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UNIVERSITY RISK MANAGEMENT

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Volunteer, Trainee and Minor Participants [1]

The university supports activities and programs involving volunteers, trainees and minors. These activities benefit the participants and the university. It is recognized that these programs may pose additional responsibilities and increased exposure of risk to participants, as well as to the university.

The following resources are intended to assist campuses in effectively managing the risks and requirements. They include guidelines, checklists and waivers for volunteers, trainees and minors. Contact your campus risk management office for additional resources and guidance.

- Volunteers
- Trainees
- Minors

Volunteer and Trainee Guidelines [2]
The University of Colorado's volunteers allow the university to broaden and enhance its services to the campus community. The purpose of the Volunteer and Trainee Guidelines is to assist campus personnel in identifying, understanding, and complying with the requirements of a volunteer program.

Volunteer Checklist [3]
The Volunteer Checklist will assist in developing your program and help ensure compliance with other applicable laws and policies.

Volunteer Notice of Risk and Waiver [4]
Please use the Volunteer Notice of Risk and Waiver template for short term or incidental volunteer activity. This may include volunteers used for a specific event or a short term project.

Volunteer Agreement and Waiver [5]
Please use the Volunteer Agreement and Waiver template for all ongoing or long term volunteer programs as described in the checklist and guidelines.

Volunteer and Trainee Guidelines [2]
The University of Colorado's trainee and intern programs allow the university to broaden and

enhance its services to the campus and local community. The purpose of the Volunteer and Trainee Guidelines is to assist campus personnel in identifying, understanding, and complying with the requirements of a trainee program.

Trainee Checklist [6]
Trainees per federal and state labor laws must meet various requirements to be exempt from compensation. The Trainee Checklist provides step by step guidance for the user in assessing and developing a compliant trainee program.

Trainee Agreement and Waiver [7]
Please use the Trainee Agreement and Waiver for all on-going or long term trainee or intern programs as described in the checklist and guidelines.

Minor Guidelines [8]
The University of Colorado has a variety of activities involving minors. The purpose of the Minor Guidelines is to assist university personnel in protecting minors while involved in activities associated with the university.

Minor Checklist [9]
The Minor Checklist provides step-by-step guidance for the user in assessing and developing a compliant minor program. This checklist identifies a variety of considerations, but is neither all inclusive nor applicable to all activities.

Participant Notice of Risk and Waiver [10]
Please use the Participant Notice of Risk and Waiver for short term or incidental minor visits or activities on campus. If an activity is being directed by an outside entity you may request they add ?The Regents of the University of Colorado, a body corporate, and its officers, employees, agents and volunteers? to their waiver form. Please discuss this with your campus risk management office for clarification.

Minor Consent [11]
Please use the Minor Consent template for all on-going or long term programs involving minors on campus in administrative or lower hazard areas.

Minor in Lab Consent [12]
Please use the Minor in Lab Consent for all on-going or long term programs involving minors on campus in labs or other higher hazard environments such as shops, construction or maintenance areas.

Groups audience:
University Risk Management

Source URL: http://www.cu.edu/risk/services/volunteer-trainee-and-minor-participants

Links:
[1] http://www.cu.edu/risk/services/volunteer-trainee-and-minor-participants
[2] http://www.cu.edu/sites/default/files/Volunteer%20and%20Trainee%20Guidelines8_1_14.pdf
[3] http://www.cu.edu/sites/default/files/Volunteer%20Checklist%208_1_14.docx
[4] http://www.cu.edu/sites/default/files/Volunteer%20Notice%20of%20Risk%20and%20Waiver%208_1_14.docx
[5] http://www.cu.edu/sites/default/files/Volunteer%20Agreement%20and%20Waiver%208_1_14.docx
[6] http://www.cu.edu/sites/default/files/Trainee%20Checklist8_1_14.docx

[7] http://www.cu.edu/sites/default/files/Trainee%20Agreement%20and%20Waiver%208_1_14.docx
[8] http://www.cu.edu/sites/default/files/Minor%20Guidelines%208_1_14.pdf
[9] http://www.cu.edu/sites/default/files/Minor%20Checklist%208_1_14.docx
[10] http://www.cu.edu/sites/default/files/Participant%20Notice%20of%20Risk%20and%20Waiver%208_1_14.docx
[11] http://www.cu.edu/sites/default/files/Minor%20Consent%206_25_14.docx
[12] http://www.cu.edu/sites/default/files/Minor%20in%20Lab%20Consent%206_25_14.docx