



Volunteer Opportunity Guidelines

Ivy Tech acknowledges the value of individuals who want to volunteer their services to the college. 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 college employees or perform work that would ordinarily be performed by college employees. Please consult with human resources to determine if an individual should be performing services as a volunteer or hired as an employee.

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 college.
- College 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 college.
- Volunteers work less than full-time, unless performing services for a limited defined period (e.g. a semester or set number of weeks).
- Volunteers may be utilized on an as needed basis to perform services that the college would not typically hire individuals to perform.
- Volunteers may not:
 - supplement the existing work force on a short term or project oriented basis;
 - displace college employees to accommodate the volunteer; or
 - perform work that would ordinarily be performed by college employees.

Prior to establishing a volunteer opportunity, review your department's readiness and perform a risk assessment to determine if a volunteer opportunity 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

- Prepare a written application process.
 - Identify qualifications needed for the volunteer 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 college 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 volunteers will be working with e.g. references, background checks, criminal history checks, motor vehicle checks, required release forms

- 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 college
 - 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 college

- Waivers:
 - Secure a signed waiver form

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