



Wilkes University

Policy

University Volunteer

Drafted	7/15/2007	Master Policy #	
Reviewed	12/8/2007	CSS Policy #	302
Updated	12/8/2007	Effective	7/31/2007 <input type="checkbox"/> Approved?
Directive Replaced	Planned End		
Scope	University Wide	Policy Owner	Campus Support Services
Focus Group(s)			
Related Policies	1. University Vehicle Use Policy 2. University ID Card Policy		
I. Purpose	This policy outlines the requirements and process to allow any individual to perform services for the University on a voluntary basis.		
II. Details	<ol style="list-style-type: none">1. The University recognizes the value volunteers present and appreciates the contribution these individuals can offer.2. Any university department may engage the services of a volunteer with the exception of those departments within the Division of Finance and Support Operations and the Office of Residence Life.3. The University reserves the right to conduct background checks on any volunteer.4. Volunteers may operate university owned vehicles if they are approved through the MVR process detailed in the University Vehicle Use Policy.5. Volunteers will be issued a Wilkes Identification Number and Wilkes ID card. Use of a University ID card is subject to requirements as detailed in the University ID Card Policy.6. The University provides third-party liability insurance coverage to volunteers. The University does not provide accident, injury, or illness insurance and volunteers are not covered under the University's		

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workers compensation program. As such volunteers are required to hold the university harmless for any damages they may suffer (bodily injury or damage to personal property) while participating as a volunteer.

7. The University may end a Volunteer Agreement at any time without cause.
8. The University extended no benefits or offers no services to the volunteer; this includes allowing access to university facilities without prior authorization.
9. University volunteers may purchase commuter block meal plans through the Student Service Center which will be added to their ID card for use in the Henry Dining Hall.
10. University volunteers are required to sign a Wilkes University Volunteer Services Agreement prior to starting their activities on campus.

III. Responsibilities

1. The Department of Campus Support Services creates a WIN, and issues a University ID card to the University Volunteer.
2. The University Sponsor will be responsible for overseeing the University Volunteer while they are performing their duties to the same standard they would hold any subordinate employee.
3. The department head (Director, Chair, etc) is responsible for ensuring the volunteer follows all university rules and guidelines while performing their services.

IV. Exceptions

There are no exceptions to this policy.

V. Governance

The Department of Campus Support Service oversees and manages the University Volunteer Policy and Process.

VI. Process

1. The Department Sponsor will obtain a blank copy of the University Volunteer Agreement.
2. The Department Sponsor and Volunteer will complete the University Volunteer Agreement.
3. The Department sponsor will obtain the signature of their department head (Director, Chairperson) unless the sponsor is that

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person, in that case the second signature is unnecessary.

4. The Department sponsor will accompany the Volunteer and bring the signed agreement to the University Service Center on the 1st floor of the Public Safety Center (UCOM Garage) during normal business hours (M-F, 8:30a to 4:30p).
5. A Service Center Coordinator will countersign as the University representative. They will ask to see a photo ID (state issued drivers license preferred) confirming the Volunteer's address. They will input the Volunteer's information into University Banner system. The Coordinator will then create a new ID card for the Volunteer.
6. The Coordinator will provide a copy of the completed agreement to the Department Sponsor for their records. The original agreement will be kept on file at the University Service Center.

VII. Related Docs

1. University Volunteer Agreement.

VIII. Policy History

12/9/07 Policy updated.