

Procedure Statement

Bowling Green State University depends upon volunteer support to accomplish its missions of education, research, and public service and wishes to ensure that volunteer relationships with the university are clearly established and understood by both parties. These procedures are designed to enable the University to accept volunteers, reduce volunteer risk, and protect the interests of the University, its volunteers, and the community it serves.

What is a Volunteer

A volunteer is an individual who performs services in furtherance of the mission of the university on a regular basis. A volunteer performs services without promise, expectation, or receipt of compensation, benefits, or consideration for the services provided. These services may be provided both on and off campus.

Tier One Volunteers are volunteers having significant or recurring interaction with students, as defined by the hosting department. Examples of Tier One Volunteers include, but are not limited to, athletic team coaches, sport club coaches and advisors, and student organization advisors.

When providing volunteer services, a volunteer is not considered a BGSU employee, must not represent themselves as an employee, is not covered by the Fair Labor Standards Act (FLSA), and is not eligible for university benefits or workers' compensation. Although compensation for volunteer services is not allowed, volunteers who have received prior department/unit approval may be reimbursed for actual and reasonable expenses following university reimbursement guidelines.

Who May Volunteer

Any individual, including staff, students, and community members, who meets the following eligibility requirements and restrictions may serve as a University volunteer:

- A volunteer must have adequate experience, qualifications, and training for the task(s) he/she will be asked to perform
- Volunteers generally must be at least eighteen (18) years of age or registered BGSU students. For volunteers who are not registered students and under the age of 18, see the Special Considerations for Minors section
- Current University employees may not serve as volunteers in any capacity in which they are currently employed at the University or which is essentially similar to or related to the individual's regular work at the University – if an employee engages in these activities, they do so as an employee, not a volunteer, and their time is considered time worked
- Foreign nationals must have authorization to work in the United States to volunteer
- Volunteer positions cannot be used to displace or replace regular employee positions
- All volunteer services shall be in accordance with any federal or state requirements or restrictions including but not limited to restrictions related to immigration status or applications

Exclusions to this Procedure

Individuals are not considered volunteers for the purpose of this policy when acting in the following capacities:

- Unpaid academic appointments
- Student internships or practicums conducted at BGSU for credit or through an executed affiliation agreement between BGSU and a third party
- Guest lecturers/public speakers
- Public member of a board/committee (advisory boards, optional committee work)
- Participants in human subjects research
- Performing services for another entity other than BGSU (community partner, etc.)
- Performing services for BGSU as a member of a paid organization/group (volunteering for a student organization who was paid to perform a service)

Departmental/Unit Responsibility

- Complete the Volunteer Position Approval process with Human Resources and/or Student Employment, as well as the Controller's Office (one-time per position type)
- Ensure completion of volunteer forms when required (each volunteer)
- Maintain signed forms on file for no less than three (3) years from completion of service
- Provide access to EduRisk on-line training required for Tier One Volunteers
- Ensure the services being provided are directly related to the business of the University
- Ensure proper screening, orientation, and training for volunteers
- Exercise reasonable care in protecting its volunteers from foreseeable harm
- Enforce compliance with University policies and procedures
- Direct the day-to-day management and guidance of the volunteer
- Support the University in providing access to educational programs and activities without regard to race, sex, sexual orientation, gender identity, gender expression, color, national origin, ancestry, genetic information, pregnancy, religion, age, disability, or status as a veteran

Volunteer Responsibility

- Sign a Volunteer Agreement form when required prior to performing services
- Volunteer coaches in Athletics may also be required to sign a NCAA Letter of Appointment
- Tier One Volunteers: complete required on-line training through EduRisk
- Abide by applicable federal and state statutes and all University policies and procedures including but not limited to laws, policies, and procedures regarding ethical behavior, confidentiality, financial responsibility, non-discrimination, sexual harassment and assault, and drugs and alcohol
- Establish proof of identity and citizenship, permanent residency or, current visa status if required

Volunteer Activities Not Requiring a Volunteer Agreement

The following **one-time** activities are considered low-risk and do not require a completed volunteer form. *However, a volunteer supervisor may require a form be completed for these activities at their discretion.*

- Commencement volunteer
- Telephone volunteer
- Clerical work of a nonrecurring nature like stuffing envelopes
- Public speaking
- Distributing approved material at special events
- Participation in university-sponsored days of service (MLK day) and other one-day special events
- Registered students volunteering in activities directly related to their educational pursuits within their department or program. For example, a Chemistry student volunteering at a science fair would not require an Agreement, however a Chemistry student volunteering in the Athletics equipment room or as an Orientation Leader would require an Agreement

Prohibited Volunteer Activities

University volunteers are prohibited from performing the following activities:

- Operating heavy equipment
- Operating university-owned vehicles unless approved through Risk Management
- Working with hazardous materials, including bio-hazardous or infectious materials, and stored energy (steam, electricity, hydraulics, etc.)
- Accessing protected data such as FERPA, Social Security numbers, medical records, etc.
- Entering in any contract on behalf of the University
- Supervising paid employees
- Any activity considered inappropriate for any employee
- Working with minors unless meeting the requirements of the University Programs and Activities with Minor Participants policy

Special Considerations for Minors

When volunteers will be interacting with minors as part of their volunteer experience, the department shall ensure compliance with the Programs and Activities with Minor Participants policy, including but not limited to the appropriate training and background checks.

Special considerations apply for volunteers under the age of 18 and not a registered BGSU student. Parental consent is required on the Volunteer Agreement form, prior to any volunteer services being performed, for volunteers who are 15 through 17 years of age. Volunteers who are under the age of 15 may volunteer under the supervision of a parent or guardian, and must also have parental consent on the Volunteer Agreement.

Termination

Volunteer services are provided at the pleasure of both parties and may be terminated by either party without prior notice.