

I. POLICY:

Unpaid Interns- I

1. Departments seeking to engage a [Volunteer](#) must first submit a Request for Voluntary Services indicating approval by the appropriate supervisor or department head. ([link to Volunteer Request Google Form](#)). If the [Volunteer](#) would be subject to the Minors on Campus Policy or another University policy requiring division approval, the Division's leadership/Vice President must also approve the [Volunteer](#) via the Minors on Campus or other applicable policy and procedures. To ensure consistency in application, Human Resources will receive and review the Request for Voluntary Services forms, and will process the request before a person is allowed to perform volunteer services in any capacity.
2. If approved, the [Volunteer](#) must complete the volunteer's information section of the Volunteer Agreement Form and a Background Request Form. These forms will then be attached to the approved Request for Voluntary Services form and forwarded to Human Resources for review.
3. Human Resources will conduct criminal background checks and must receive results acceptable to Human Resources and to the University before the [Volunteer](#) can engage in any activities or services to the University. [Volunteers](#) who are "authorized adults" responsible for the care, custody or control of a minor child as part of a program sponsored or operated on University property or at an off-campus location must receive a criminal background check as required by the Minors on Campus Policy.
4. Human Resources and/or the Department will determine specific training required for the [Volunteer](#) based on the services or activities to be performed by the [Volunteer](#).
5. Supervisors will reaffirm on a yearly basis if the [Volunteer](#) in their department will continue to serve in the same capm

- Public speakers and speakers approved under the Speakers and Events Policy;
 - Ushering for campus events;
 - Participation in all volunteer University boards and committees;
 - Advising or mentoring students or student organizations as an employee of or acting on behalf of a third party organization, and/or
 - Specific one-time activities that do not involve any significant potential risk of harm or liability to the [Volunteer](#) or related to the Volunteer's services would not require a Volunteer Agreement or Background Request Form.
- J. Departments may provide access to University resources and services (e.g., email, phone) to [Volunteers](#) for the purposes and duration of the volunteer assignment. Upon completion of their volunteer service, [Volunteers](#)' access to provisional services must be terminated (except where otherwise permitted by University policy, such as the [Volunteers](#) who are provided email due to their status with the University (i.e. alumni, emeritus faculty etc.))
- K. University [Volunteers](#) may not:
1. Enter into contracts on behalf of the University;
 2. Be granted access to or authority over student

- O. Volunteers may only drive
- P. A University [Volunteer](#)'s service may be terminated at any time without prior notice to the [Volunteer](#). Likewise, a [Volunteer](#) may terminate volunteer services to the University at any time without prior notice to the University.

VII. CROSS REFERENCE:

Minors on Campus Policies and Procedures: <https://jcu.edu/hr/minors-campus-policy>

[Mission Leave: https://jcu.edu/sites/default/files/2020-02/1-4.6%20Mission%20Leave_10%2008%2019_0.pdf](https://jcu.edu/sites/default/files/2020-02/1-4.6%20Mission%20Leave_10%2008%2019_0.pdf)

[University Vehicles Policy: http://webmedia.jcu.edu/hr/files/2017/08/II-2-University-Vehicles.docx.pdf](http://webmedia.jcu.edu/hr/files/2017/08/II-2-University-Vehicles.docx.pdf)

[Volunteer Request Google Form](#)