



VOLUNTEER CHECKLIST

UA Department: _____ Phone: _____ Campus: _____ Date: _____

Department Contact: _____ Anticipated Dates of Volunteer Service: _____

Description and Location of Volunteer Service: _____

Name of Volunteer: _____ Address of Volunteer: _____




Name of UA employee(s) who will directly supervise volunteer: _____ Job Title: _____

VOLUNTEER QUALIFICATIONS:		No	Yes
1.	Will the volunteer work under the direct supervision of, and be given the means and direction for the performance of work, by a paid UA employee?		
2.	Will the volunteer perform work where there is a legitimate need for services?		
3.	Is the work related to the business or operations of UA?		
4.	Does the volunteer have the skills necessary to perform the work?		
5.	a. Is Volunteer a US citizen or eligible for unrestricted employment in the US?		
	b. Is the volunteer performing a service that no one is paid to do?		
6.	Is the person authorizing the volunteer services and/or supervising the volunteer a family member or co-habitant of the volunteer?		

VOLUNTEER MAY PERFORM SERVICE AS A QUALIFIED VOLUNTEER FOR UA ONLY IF THE ANSWERS TO QUESTIONS

**1 – 4 ARE “YES”,
EITHER 5(a) OR 5(b) IS “YES”,
AND 6 IS “NO”.**

VOLUNTEERS MEETING MINIMUM QUALIFICATIONS (ABOVE) NEED ADDITIONAL APPROVAL FROM HUMAN RESOURCES (HR) AND RISK MANAGEMENT (RM) AS INDICATED IN THE SITUATIONS DESCRIBED BELOW				Approving Authority		
CIRCLE RESPONSE:				Human Resources	Risk Management	
1.	Is Volunteer a university employee?	No	Yes	Current Position: _____ Current Dept: _____ Initial that: ○ ___ Volunteer services will not be the same type of services as those performed as an employee ○ ___ Employee will not perform volunteer services during their normal working hours	X	
2.	Will Volunteer be in contact with minors (e.g. coaches, recreational assistant, student services, etc.)?	No	Yes	May be subject to a criminal background check	X	X

3.	Is Volunteer under the age of 18?	No	Yes 	Written permission must be received from Risk Management and from a parent or legal guardian. Contact Risk Management to obtain this form.		X	
4.	Will Volunteer receive any compensation?	No	Yes 	Description:	Amount:	X	
				Expenses (itemize):			
				Benefits (describe):			
				Nominal Fee (describe):			
				TOTAL			
				What would UA otherwise pay to hire someone to provide the same services? Position title: Hourly rate:			
Note: Compensation requires prior approval of HR, necessary withholding forms, signed volunteer agreement, and SSN.							
5.	Will Volunteer have a written volunteer agreement?	No	Yes 	A written agreement is required if the Volunteer will receive any type of compensation. All written volunteer agreements must be approved by HR.	X	X	
6.	Volunteers may not transport groups, students, minors, or non-UA affiliated persons on UA business or UA sponsored events and activities. Exceptions may be granted by Risk Management. Attach request and explanation.						X

DEPARTMENT APPROVAL:

I have read the "Guidelines For Volunteer Services To The University Of Alaska" and approve the volunteer services described above.

Dean/Director

Date

Route this Volunteer Checklist to Human Resources and/or Risk Management if their approval is required:								
HR APPROVAL:		UA employee as volunteer		for compensation		contact with minors		written agreement
HR Director or designee							Date	
Comments:								

RM APPROVAL:		contact with minors		for minor volunteer		transportation responsibilities		written agreement
RM Director or designee							Date	
Comments:								