



INFORMATION FOR VOLUNTEERS

We are pleased that you are interested in volunteering your services to the University of Alaska. Before you begin volunteering, the department dean or director must approve your volunteer service. If you are a minor (under age 18), you must also have the written approval of your parent or guardian.

A volunteer provides services without compensation for those services. A volunteer does not have an employment relationship with the University and receives no wages, salary or other compensation for services. A volunteer will not receive any reimbursement for expenses or other payment or benefit unless it is specified in a signed Volunteer Agreement. A volunteer is not eligible for any University employment benefits, including but not limited to vacation, sick leave, retirement, tuition benefits, disability insurance, health insurance or unemployment insurance.

Qualified volunteers are eligible for certain types of University of Alaska insurance protection. For information on this insurance, please go to the following link:

<http://www.alaska.edu/risksafety/insurance>

Volunteer service is appreciated, but it does not give priority for University employment and volunteers should have no expectation of future employment. If volunteers subsequently obtain University employment, they will not be paid for any services that they provide before they receive a written appointment letter for employment.

Volunteers in some areas are subject to background checks.

Volunteers may not transport groups, students, minors, or non-UA affiliated persons on UA business or UA sponsored events and activities. Exceptions may be made only with prior written approval of Risk Management. Volunteers may be subject to a driving record and background checks.

Volunteers are not authorized to act in any way on behalf of the university in business matters, including purchasing property, signing contracts, leases or other agreements, hiring or supervising employees or otherwise attempting to bind the university to any agreement.

Everyone in the University community, including volunteers, is subject to University policies on safety and security; sexual harassment; drug and alcohol abuse; non-discrimination and equal opportunity, etc.

Volunteers must complete Title IX training before their volunteer services begins.

- 1) For volunteers affiliated with UAA, UAS, or UA System Office:
 - a. The UA department sponsoring the volunteer completes the [account request / sponsor form](#) and submits it to Nanook Tech Services.
 - b. Make sure to check the "Blackboard" box.
 - c. Nanook Technology Services will notify the user once the request is completed.
- 2) For volunteers affiliated with a UAF department:
 - a. Follow the Canvas access instructions on the [UAF ORCA website](#).
- 3) Volunteers will log-in to the platform that is applicable to their affiliation and can immediately access the "[UA Safe Title IX Training](#)":

DO NOT WORRY! This is the same training regardless of the platform selected. If you're affiliated with multiple campuses, you may take either training without repercussion or tracking issues.

- a. Canvas: Follow the access instructions on the [UAF ORCA website](#).
- b. [Blackboard](#): The training appears under "My Courses" on the volunteer's UA Learn landing page when they log-in.

Once completing the course the volunteer can print out the completion certificate.

Please contact your Title IX Coordinator's Office for further assistance.

University of Alaska Anchorage - All campuses:
Phone: 907-786-0818
E-Mail: uaa_titleix@uaa.alaska.edu

University of Alaska Fairbanks - All campuses:
Phone: 907-474-7300
E-Mail: uaf-tix@alaska.edu

University of Alaska Southeast - All campuses:
Phone: 907-796-6371
E-Mail: uas.titleix@alaska.edu

Volunteers should familiarize themselves with other policies of the department in which they volunteer, such as policies on confidentiality of records, intellectual property, conflict of interest, etc.

Volunteers must comply with any ethical codes or similar standards of conduct applicable to the division of the University in which they provide volunteer services. For example, volunteers in the Department of Athletics are subject to applicable NCAA rules.

Volunteers must be a US citizen or otherwise eligible to work in the US unless they are performing a service that no one within the University of Alaska system is paid to do. Volunteers are under no obligation to provide any services to the University and are free to discontinue their volunteer activities at any time. The University may terminate any volunteer relationship at any time without cause or prior notice and at its sole discretion.

MUSEUM OF THE NORTH

Due to unique exposures, property, and events occurring at the museum, volunteers must utilize a separate application form specific to the museum:

http://www.alaska.edu/risksafety/g_forms-library/VAUM.pdf