

UNIVERSITY OF ALASKA VOLUNTEER QUALIFICATION CHECKLIST

The Volunteer Checklist is to be used with the “Guidelines for Departments Using Volunteer Services.” Use of volunteers is affected by complex compliance issues including but not limited to Human Resources, INS, Risk, IRS, and Fair Labor Standards Act. Guidelines and checklists have been developed to help you avoid consequences to both your volunteer and your department, but “case by case” issues may require further consultation. Departments using volunteers are responsible for reading, understanding and implementing the guidelines. Departmental signature and approval of this checklist means the signers have correctly navigated the various issues and implemented the guidance in the guidelines document, which is found at:

<http://www.alaska.edu/risksafety/download/Guidelines-for-Departments-Using-Volunteer-Services.pdf>

Department Information		Date:	
Your campus:		Your department:	
Department contact (your name):		Your title:	
Your phone:		Your email:	

Volunteer Information		Name of volunteer:	
Address of volunteer: (Street, City, State)			
Name of UA employee(s) who will directly supervise volunteer:	Job Title(s) of UA employee(s)		
Location(s) of volunteer service	Dates and times of volunteer service:		
Specific tasks and duties to be assigned to volunteer:			

Is Volunteer a university employee? If yes, HR approval is required.	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
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VOLUNTEER QUALIFICATIONS:		No	Yes
1	Is the person in pay status for time worked from an employer during the indicated dates and times of volunteer of service?		If no, continue. If yes, stop here. Individual does not qualify
2	Is the person authorizing the volunteer services and/or supervising the volunteer a family member or co-habitant of the volunteer?		If no, continue. If yes, stop here. Individual does not qualify
3	Is the person receiving course credit for their work?		If no, continue. If yes, stop here. Individual does not qualify
4	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?		If no, stop here. Individual does not qualify
5	Will the volunteer perform work where there is a legitimate need for services?		
6	Is the work related to the business or operations of UA?		
7	Does the volunteer have the skills necessary to perform the work?		
8	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?		If a. & b. are no, stop here. Individual does not qualify. If EITHER a. or b. are Yes, continue.
9	Has the volunteer completed "UA Safe - Title IX Training"?		If no, individual does not qualify until training is complete. If yes, continue.

IF YOUR POTENTIAL VOLUNTEER MEETS THE MINIMUM QUALIFICATIONS ABOVE, PLEASE CONTINUE.

THIS CHECKLIST DETERMINES IF ADDITIONAL REVIEW AND/OR APPROVAL ARE NEEDED FROM YOUR CAMPUS RISK MANAGEMENT:
CHECK “NO” OR “YES” BELOW. If there are “YES” responses, you must forward this checklist to Campus Risk Management for review and approval prior to committing the individual to volunteer service.

1.	Is Volunteer under the age of 18?	No	Yes	Written permission must be received from Campus Risk Management and from a parent or legal guardian. Contact Campus Risk Management to obtain this form.	
2.	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.				
3.	Is volunteer service taking place outside the state of Alaska?	No	Yes	Contact Campus Risk Management with details to include current residence of potential volunteer.	
4.	Will Volunteer receive any compensation?	No	Yes	Contact Campus Risk Management. Compensation requires HR approval, signed volunteer agreement, necessary withholding forms, and SSN. Written Volunteer Agreements may be used ONLY under direction and approval of Human Resources and Campus Risk Management.	
Description:				Amount:	
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: _____					
5.	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. Contact Campus Risk Management with details.	
6.	Will Volunteer be in contact with animals	No	Yes	Contact Campus Risk Management	

Department Review & Approval

- ▶ For helpful information on volunteering for UA, refer your qualified volunteers to the “**INFORMATION FOR VOLUNTEERS**” document.
- ▶ I have read the “Guidelines For Departments Using Volunteer Services” and approve the volunteer services described above.
- ▶ **RECORD RETENTION:** We will keep a copy of this form in our department for one year AFTER volunteer service has been completed.

Dean / Director Signature	Print Name	Date

Campus Risk Management and/or Human Resources Review & Approval, if required

Campus Risk Management Director/ Designee Signature	Print Name	Date
Campus Human Resource Director / Designee Signature	Print Name	Date