



College of The Albemarle Procedure

Procedure Number: 3.4.10.1

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Title: Volunteers

Related Policy: Policy 3.4.10 Volunteers; 3.1.3.3 Full-Time Instructional Working Hours and Workload

Division of Responsibility: Human Resources

I. Definitions

- A. **Occasional Service Volunteer:** Any person who provides a one-time or occasional volunteer service. For the purposes of these guidelines, an occasional volunteer may serve up to five (5) days in one (1) year, starting from the first date of service, before he or she is considered a Regular Service Volunteer. Examples include:
 - 1. Graduation ceremony volunteer
 - 2. Fundraiser volunteer
 - 3. Performing Arts Center (PAC) volunteer
 - 4. Event volunteers (e.g. STAR Party, NC Science Olympiad Competition, Trunk or Treat, etc.)
- B. **Regular Service Volunteer:** Any person who engages in specific volunteer service activities on an ongoing or continuous basis. Examples include:
 - 1. Tutoring or mentoring COA students
 - 2. Assisting instructors with classroom activities (e.g., studio help, facilitating small group work, etc.)
 - 3. Assisting in the library
- C. **Intern:** A person involved in a supervised educational program from COA or another educational institution that offers opportunities to gain practical work experience and academic credit concurrently.
- D. **Supervisor:** The college faculty or staff member responsible for supervising the volunteer or intern.

II. ELIGIBILITY

- A. Volunteers between the ages of fourteen (14) and seventeen (17) must have written consent from a parent or guardian before performing volunteer services and must comply with all appropriate laws and regulations on child labor. Volunteers who are under the age of fourteen (14) must have written consent and be under the supervision of their parent or guardian at all times while performing volunteer services. Supervisors must consult with Human Resources before engaging minors for volunteer services.
- B. If the volunteer is a current nonexempt college employee, the volunteer services performed may not be the same type for which the College employs the individual. Non-exempt employees may not volunteer to complete their normal duties in lieu of overtime, and may not volunteer to complete their normal duties if either the employee or the position has been terminated. Nonexempt employees must be compensated for all hours worked in accordance with the Fair Labor Standards Act. See Procedure 3.1.3.3



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Full and Part-Time Non-instructional Working Hours for information on nonexempt employees. Employees should consult with Human Resources to determine if their position is considered nonexempt.

- C. COA Board of Trustees, COA Foundation Board of Directors, COA Alumni Association Board, guest lecturers/presenters, and individuals serving on committees, task forces, advisory panels, and academic-related committees who are acting in the capacity of their appointment are not considered volunteering for the purpose of these guidelines. Additionally, these procedures do not apply to persons contracted to provide services for the College.

III. SCREENING OF VOLUNTEERS

- A. The supervisor of the Occasional Service Volunteer will collect their name, date of birth, phone number, and copy of a valid photo ID at least 5 days in advance of the scheduled event in which they are volunteering. This documentation will be submitted to the director of facility operations, safety and security 5 days in advance of the scheduled event. The volunteer name(s) submitted will be vetted through various state and national crime registries by the director of campus safety, security, and operations.
- B. The director of campus safety, security, and operations will track the day(s) in which a person volunteers annually and will notify Human Resources when an occasional service volunteer exceeds 5 days and will transition to a regular volunteer status and will be subject to a background check.
- C. Regular Service Volunteers and Interns over the age of 18 will be required to submit to a background check which will be processed through Human Resources.

IV. REQUIRED FORMS

- A. For Occasional Service Volunteers
 1. The supervisor will complete the [Occasional Service Volunteer Event Form](#). This form will also serve as the sign in sheet for the event.
 2. The volunteer will complete and sign the [Occasional Service Volunteer Agreement](#). The top of the agreement will need to be completed by the supervisor of the event.
 - a) This agreement requires Occasional Service Volunteers to agree to COA's Never Alone Policy which states that all volunteers will maintain a minimum two-person rule for all their interactions with students and minors. This requirement is satisfied if the interaction occurs in an open venue event in which the volunteer and the individual student(s) are observable by other volunteers and the public.
 - b) COA employees who are serving in a volunteer capacity may be exempt from the Never Alone Policy depending on the event.



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- c) COA employees serving in a volunteer capacity are exempt from completing the Occasional Service Volunteer Agreement.
- B. For Regular Service Volunteers:
 - 1. The Volunteer must complete the [Regular Service Volunteer Agreement](#). The Supervisor will need to complete the top section of the agreement.
- C. For Student Interns:
 - 1. The supervisor will complete the COA Intern Agreement in addition to any required documents from the participating party.
- D. If an individual is a returning volunteer, and the break in service is greater than six (6) months, all applicable forms and processes must be completed again.

V. RESPONSIBILITIES OF SUPERVISOR

- A. Develop appropriate and meaningful opportunities for volunteers involved in its programs and services;
- B. Take actions necessary to ensure that volunteers and staff understand their respective duties and responsibilities, their relationship to each other, and their respective roles in fulfilling the objectives of the department;
- C. Send Occasional Service Volunteer list to the director of campus safety, security, and operations five (5) days in advance for vetting through various state and national crime registries.
- D. Send Regular Service Volunteer Agreement (if applicable) or Student Intern Agreements to Human Resources. Receive approval from Human Resources before engaging regular service volunteers or interns.
- E. Retain all Occasional Service Volunteer sign-in sheets and all Volunteer Agreements for three (3) years.

VI. RESPONSIBILITIES OF VOLUNTEER/INTERM

- A. All volunteers/interns must sign the appropriate volunteer/intern agreement before beginning any volunteer/intern service.
- B. All volunteers/interns agree to abide by all college policies, procedures, and external laws and regulations that govern their actions while completing any volunteer/intern service.

VII. RESPONSIBILITIES OF HUMAN RESOURCES

- A. After receipt of all volunteer documents determine whether a background check is required for proposed volunteers.
- B. Arrange for the background check to be completed.
- C. Notify the supervisor when the background check has been completed and the volunteer has been approved to begin services.



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VIII. DISCONTINUATION OF VOLUNTEER SERVICES

- A. Volunteers have the right to end their services at any time while providing as much advance notice as possible. The College may terminate volunteer services at any time without prior notice.

June 13, 2023

June 13, 2023

N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision