

University Volunteers

Policy 602.37

1 Purpose

This policy provides consistent practice for engaging unpaid volunteers, reducing risk and protecting the interests of the University and its volunteers.

2 Scope

This policy applies to all Appalachian departments, programs, colleges, schools, and other units that request to utilize Volunteers and all individuals who are approved to provide volunteer services for Appalachian State University.

3 Definitions

3.1 Volunteer. A volunteer is an unpaid individual who performs service for a public entity with a civic, charitable or humanitarian purpose without the promise or expectation of compensation for services rendered or future employment. Volunteer Athletics coaches whose activities are governed by NCAA regulations are not considered “volunteers” for purposes of this policy, and therefore are excluded from this policy.

4 Policy Statements

4.1 General Policy

4.1.1 Eligibility. Any person, including retirees, employees, students and alumni, may provide volunteer services at Appalachian State University subject to the following requirements:

- a. Current Appalachian employees may not serve as a volunteer at the University in the same position in which they are currently employed by the University or in a capacity that is similar to or related to the employee’s current regular work at the University (e.g. food service employees may not volunteer to serve concessions at an athletics event). Employees may however volunteer in a different capacity than their employment or in university wide events (e.g., University move in days or commencement). Any volunteer hours worked will not be recorded on a time sheet.
- b. Retirees, who fall under the Teachers & State Employees Retirement System (TSERS), may not serve as a volunteer within the first six (6) months of retirement in accordance with NCGS §135-3(8)c.
- c. Any individual under the age of eighteen must obtain parent/legal guardian consent to volunteer and the University’s policy on Protection of Minors must be observed at all times. Volunteer activities for minors are strictly limited to age appropriate, non-strenuous activities that are directly supervised by a University employee who has completed the University’s formal training on the Protection of Minors.
- d. Non-U.S. Citizens who do not possess a valid work authorization are not eligible to volunteer.
- e. The individual must have appropriate experience, qualifications, and/or training for the task(s) or services that they will be asked to perform.

4.1.2 Volunteer Responsibilities. All volunteers are required to comply at all times with Appalachian State University policies and procedures as well as local, state and federal law.

4.1.3 Prohibited Activities. Volunteers may not serve the following capacities:

- a. Operating any heavy equipment;
- b. Operating any University owned or State of NC owned vehicle;
- c. Working with stored energy or in other hazardous occupations;
- d. Displacing any employee or serving as a substitute for any regular employee position;
- e. Providing any services that are not civic, charitable or humanitarian (e.g., commercial services such as concessions sales); and
- f. Entering into any contract on behalf of the University or signing any documentation on behalf of the University.

4.1.4 Liability. Pursuant to Executive Order No. 48, a volunteer who is acting within the course and scope of authorized activities on behalf of Appalachian State University may be covered by the North Carolina Tort Claims Act and the Defense of State Employees Act. This means that the State may accept legal responsibility to the extent permitted by law. At the discretion of the North Carolina Attorney General’s Office, the State may agree to defend and indemnify the Volunteer with regard to the services

rendered as if they were an employee of the State of North Carolina.

4.1.5 Discontinuing Services of a Volunteer. Appalachian may terminate a volunteer's service at any time and without prior notice. A volunteer can terminate their service to the University at any time and without prior notice.

4.1.6 Non-Discrimination. Appalachian State University will select all its volunteers without regard to race, gender, gender identity and expression, sex, age, color, national origin, religion, disability, sexual orientation, genetic information, political affiliation, or veterans' status.

4.1.7 Email and Network Access. Volunteers may be provided access to University email and/or networks as necessary for the provision of services. However, any such access shall be subject to the University's policy on Acceptable Use of Computing and Electronic Resources.

4.1.8 Confidentiality. Volunteers shall comply with all Appalachian State University policies as well as state and federal law regarding confidentiality of information and data they may have access to in their role as a volunteer. All volunteers shall sign a confidentiality statement included in their Volunteer Agreement.

4.2 Lab School Volunteers

4.2.1 Volunteers at the University's laboratory schools, including parent volunteers, are required to comply with all of the requirements below:

- a. Volunteers must at all times comply with the laboratory school's policies and procedures as well as Appalachian State University policies, state and federal law.
- b. Volunteers must at all times be supervised by a full-time laboratory school employee.
- c. Volunteers must receive any required training, including familiarizing volunteers with applicable laws, policies and laboratory school rules, prior to beginning volunteer activities.
- d. Volunteers must undergo a criminal background check annually in compliance with Appalachian State University's Criminal Background Check policy.

4.2.2 No volunteer shall be permitted on the grounds of the laboratory school if they are a registered sex offender.

4.3 Volunteers on Advisory Boards and Other University Committees

4.3.1 Volunteers may be selected by the University to serve on the University's advisory boards and other committees, including scholarship committees provided the following:

- a. Volunteers that serve on advisory boards and other committees who will have access to confidential information will be required to sign a Volunteer Agreement including a statement of confidentiality.
- b. Volunteers may serve on boards and committees that serve an advisory purpose but shall not be responsible for any University decision-making. Recommendations shall be provided to appropriate University representatives who shall be responsible for determining University actions, including but not limited to scholarship awards.

4.4 Criminal Background Checks Required

4.4.1 In addition to all other requirements of this policy, any volunteer who will have access to minors, enrolled students, access to cash, checks or other forms of liquid assets of the University, or who have access to confidential information of the University shall be required to consent to and pass a criminal background check annually in accordance with the University's Criminal Background Check policy.

4.4.2 Any volunteer who does not consent to such background check or has a criminal history that would make them ineligible to work at the University or with minors shall be prohibited from engaging in any volunteer activities.

4.4.3 Minors shall be required to have a parent or legal guardian consent to any criminal background check.

4.5 Request for Approval for Use of Volunteers

4.5.1 Any department, program, college, school, and other unit of the University, other than Laboratory Schools, which wishes to engage volunteers for any activities shall first complete a Volunteer Application and Request Form prior to beginning any services. The form shall be submitted to the Office of Human Resources for review and approval, in collaboration with the Office of General Counsel.

4.5.2 If the volunteer activities are approved, all volunteers engaged for the activities shall: (1) sign a Volunteer Agreement or Volunteer Participation Waiver (as determined by the Office of General Counsel) and (2) provide consent for a criminal background check, as necessary. All documentation and criminal background checks must be completed and finalized prior to

the first day of the volunteer assignment.

4.5.3 Laboratory School volunteers are not required to comply with this section. The process for laboratory school volunteers, including parent volunteers, shall be in accordance with the rules established by the laboratory school leadership.

5 Additional References

[Volunteer Application and Request Form](#)

6 Administrative Unit Contact

Office of Human Resources (828) 262-3187

7 History

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