



Policy Series #: 4000 – Human Resources
Policy Manager: Celeste Ruble
Volunteer Policy

PURPOSE:

To provide individuals the opportunity to volunteer their time and expertise to Riverland Community College to further the college vision to achieve 'best in class' status in program in excellence in teaching, scholarship and service. Riverland Community College will align with the MnSCU Board of Trustees System Procedure when providing this opportunity.

These procedures are intended to help promote a productive, safe, and mutually beneficial environment for college, university, or system volunteers by setting appropriate expectations and clarifying roles and responsibilities for both the volunteers and their sponsoring departments or programs.

APPLICABILITY:

Volunteers perform supplemental tasks that generally would not be completed without volunteer assistance. Volunteers are not to be used to eliminate the need for, or take the place of, paid staff.

DOES THIS POLICY HAVE A PROCEDURE? YES - below

Before accepting volunteers the following must be completed and understood:

- Volunteer must acknowledge with signature that they will comply with the policies and procedures of the college.
- Must submit to a background check if applicable.
- Shall not be given or have access to protected data.
- If serving as a coach must sign a release of liability form.
- Provide services under the supervision of the college, university, or system office.
- Receive no compensation for such services.

The supervisor of the division will maintain a copy of the above items and upon request will submit them for review.

LIST RELATED POLICIES, PROCEDURES OR PLANS HERE: (if any)

MnSCU Board of Trustees System Procedure, Chapter 4, Procedure 4.0.1. Chapter 4, Procedure 4.01 – <http://www.mnscu.edu/board/procedure/400p1.html>

Waiver of Liability Form (coaching) - <http://www.mnscu.edu/board/procedure/4-00p1-attach.pdf>
Waiver of Liability Form (general) – Riverland Forms Website

Date of Initial Review by President's Cabinet: 10/9/2014
AASC Review (if applicable):
FSGC Review (if applicable): 1015/2015
Date of Final Approval / Policy Adoption: 11/13/2014; 12/11/2014
Date & Subject of Revisions: