


PROCEDURE

Subject	Use of Volunteer Services	Page 1 of 2	Number: 2.52.01
Source	President's Office		Reference (Rule #) 6HX14-2.52
President's Approval/Date: 1/26/09			


I. PURPOSE

The purpose of this procedure is to define and establish the process for the use of volunteers at State College of Florida, Manatee - Sarasota as a result of the newly formed Volunteer Services department.

II. DEFINITIONS

- A. Individuals who volunteer or donate their services generally do so on a part-time basis with no minimum time requirements. They do not volunteer as employees, receive no compensation, and are not considered employees of SCF.
- B. SCF employees are not allowed to volunteer additional time to do the same work for which they are employed without compensation.
- C. SCF employees are not allowed to volunteer for positions requiring time away from the position for which they are employed and compensated for.
- D. Each volunteer position will be clearly defined as to qualifications, responsibilities, and limitations of the position (job description).
- E. Volunteers are required to complete a Volunteer Application, be fingerprinted, and attend volunteer orientation. **Volunteers cannot start assignments until results are received.**
- F. Enrolled SCF students are eligible to volunteer for positions to meet service project/service learning requirements; however, they will not be eligible to receive discounted volunteer benefits.
- G. Individuals interested in volunteering at SCF as part of a community service program are not eligible to do so.

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III. PROCESS

The following process is to be followed when the use of a volunteer has been deemed necessary:

- A. The department shall prepare a *Request for Volunteer Services* form and submit to the Volunteer Services office.
- B. The Volunteer Services office will post opportunity and/or match request with appropriate application and send to the requesting department for screening.
- C. The department shall:
 1. Contact volunteer(s)
 2. **Notify Volunteer Services office if you will, or will not, be placing volunteer(s)**
 3. Send volunteer to Public Safety to get fingerprinted (**volunteer must bring driver's license or Florida Identification Card**)
 - a. call 65550 BC or 61550 VC, **before** volunteer goes to Public Safety
 - b. provide Public Safety with
 - i.name of volunteer
 - ii.volunteer position
 - iii.volunteer location
 - c. Volunteer Services office will notify department of results and send the volunteer a welcome packet if eligible to volunteer. **Volunteers cannot start assignments until results are received.**
 4. Arrange assignment training
 5. Send *Volunteer Time Report* form to Volunteer Services office weekly
 6. Notify Volunteer Services when assignment is finished and return name badge and dashboard parking pass