

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 486.1		
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	Last Revision Date:	10-19-98	
Effective Date:			
Section:	Personnel	Subject:	Volunteers

PURPOSE

Volunteers at Arizona Western College are a valuable resource and assist the College in accomplishing its mission.

PROCEDURE

1. Prior to Assumption of Activities
 - 1.1 The division or department member accepting volunteer services must provide the division chair or director the “Volunteer Register” which lists the name of each volunteer, social security number, type of work to be performed, estimated hours per week and beginning and ending dates of the volunteer service.
 - 1.2 The division chair or director approves the Volunteer Register by affixing his/her signature and forwarding it to the Personnel Office. The Personnel Office will provide the information to the Business Office and other departments as needed.
 - 1.3 The volunteer’s supervisor will notify the Personnel Office of any change in a volunteer’s status.
 - 1.4 Each volunteer will sign a “Render Harmless Agreement” which will indicate that the volunteer understands that no benefits or wages are provided by the College for the volunteer’s services. The agreement will be kept on file in the Personnel Office.
2. The volunteer is not covered by Workers’ Compensation until the Volunteer Register and the Render Harmless Agreement are received by the Personnel Office.
3. Restrictions on Volunteers
 - 3.1 Volunteers will not be issued keys to College facilities.
 - 3.2 Volunteers will not receive nor disburse College funds.