



## UNIVERSITY OF ALASKA VOLUNTEER QUALIFICATION CHECKLIST

The Volunteer Checklist is to be used with the “Guidelines for Departments Using Volunteer Services” Use of volunteers is affected by complex compliance issues including but not limited to Human Resources, INS, Risk, IRS, and Fair Labor Standards Act. Guidelines and checklists have been developed to help you avoid consequences to both your volunteer and your department, but “case by case” issues may require further consultation. Departments using volunteers are responsible for reading, understanding and implementing the guidelines. Departmental signature and approval of this checklist means the signers have correctly navigated the various issues and implemented the guidance in the guidelines document, which is found at: <http://www.alaska.edu/risksafety/download/Guidelines-for-Departments-Using-Volunteer-Services.pdf>

<b>Department Information</b>		<b>Date:</b>	
<b>Your campus:</b>		<b>Your department:</b>	
<b>Department contact (your name):</b>		<b>Your title:</b>	
<b>Your phone:</b>		<b>Your email:</b>	






<b>Volunteer Information</b>		<b>Name of volunteer:</b>	
<b>Address of volunteer: (Street, City, State)</b>			
<b>Name of UA employee(s) who will directly supervise volunteer:</b>		<b>Job Title(s) of UA employee(s)</b>	
<b>Location(s) of volunteer service</b>		<b>Dates and times of volunteer service:</b>	
<b>Specific tasks and duties to be assigned to volunteer:</b>			

<b>Is Volunteer a university employee?</b> <b>If yes, HR approval is required.</b>	No	Yes <span style="color: red;">➔</span>	Current Position: _____ Current Dept: _____ <b>Initial that:</b> _____ Volunteer services will not be the same type of services as those performed as an employee _____ Employee will not perform volunteer services during their normal working hours
---	----	--	--

<b>VOLUNTEER QUALIFICATIONS:</b>		No	Yes	
1	Is the person in pay status for time worked from an employer during the indicated dates and times of volunteer of service?		<b>If no, continue.</b>	<b>If yes, stop here. Individual does not qualify</b>
2	Is the person authorizing the volunteer services and/or supervising the volunteer a family member or co-habitant of the volunteer?		<b>If no, continue.</b>	<b>If yes, stop here. Individual does not qualify</b>
3	Is the person receiving course credit for their work?		<b>If no, continue.</b>	<b>If yes, stop here. Individual does not qualify</b>
4	Will the volunteer work under the direct supervision of, and be given the means and direction for the performance of work, by a <b>paid</b> UA employee?		<b>If no, stop here. Individual does not qualify</b>	<b>If yes, continue</b>
5	Will the volunteer perform work where there is a legitimate need for services?		<b>If no, stop here. Individual does not qualify</b>	
6	Is the work related to the business or operations of UA?		<b>If no, stop here. Individual does not qualify</b>	
7	Does the volunteer have the skills necessary to perform the work?		<b>If no, stop here. Individual does not qualify</b>	
8	a. Is Volunteer a US citizen or eligible for unrestricted employment in the US?		<b>If a. &amp; b. are no, stop here. Individual does not qualify.</b>	<b>If EITHER a. or b. are Yes, continue.</b>
	b. Is the volunteer performing a service that no one is paid to do?			

**IF YOUR POTENTIAL VOLUNTEER MEETS THE MINIMUM QUALIFICATIONS ABOVE, PLEASE CONTINUE THIS CHECKLIST TO DETERMINE IF ADDITIONAL REVIEW AND/OR APPROVAL ARE NEEDED FROM YOUR CAMPUS RISK MANAGEMENT:**

**CHECK “NO” OR “YES” BELOW. If there are “YES” responses, you must forward this checklist to Campus Risk Management for review and approval prior to committing the individual to volunteer service.**

1.	<b>Is Volunteer under the age of 18?</b>	No	Yes 	Written permission must be received from Campus Risk Management and from a parent or legal guardian. Contact Campus Risk Management to obtain this form.											
<b>2. Will Volunteers drive a vehicle for university business? If yes, contact Campus Risk Management. Volunteers may not transport groups, students, minors, or non-UA affiliated persons on UA business or UA sponsored events and activities. Exceptions may be granted by Risk Management. Attach request and explanation.</b>															
3.	<b>Is volunteer service taking place outside the state of Alaska?</b>	No	Yes 	Contact Campus Risk Management with details to include current residence of potential volunteer.											
4.	<b>Will Volunteer receive any compensation?</b>	No	Yes 	<p>Contact Campus Risk Management. Compensation requires HR approval, signed volunteer agreement, necessary withholding forms, and SSN. <b>Written Volunteer Agreements may be used ONLY under direction and approval of Human Resources and Campus Risk Management.</b></p> <table border="1" data-bbox="779 464 2007 708"> <thead> <tr> <th data-bbox="779 464 1549 496">Description:</th> <th data-bbox="1549 464 2007 496">Amount:</th> </tr> </thead> <tbody> <tr> <td data-bbox="779 496 1549 529">Expenses (itemize):</td> <td data-bbox="1549 496 2007 529"></td> </tr> <tr> <td data-bbox="779 529 1549 561">Benefits (describe):</td> <td data-bbox="1549 529 2007 561"></td> </tr> <tr> <td data-bbox="779 561 1549 594">Nominal Fee (describe):</td> <td data-bbox="1549 561 2007 594"></td> </tr> <tr> <td data-bbox="779 594 1549 626" style="text-align: right;"><b>TOTAL</b></td> <td data-bbox="1549 594 2007 626"></td> </tr> </tbody> </table> <p>What would UA otherwise pay to hire someone to provide the same services?                      Position title: _____ Hourly rate: _____</p> <p>Attach a copy of any written agreement or contract with the Volunteer.</p>		Description:	Amount:	Expenses (itemize):		Benefits (describe):		Nominal Fee (describe):		<b>TOTAL</b>	
Description:	Amount:														
Expenses (itemize):															
Benefits (describe):															
Nominal Fee (describe):															
<b>TOTAL</b>															
5.	<b>Will Volunteer be in contact with minors (e.g. coaches, recreational assistant, student services, etc.)?</b>	No	Yes 	May be subject to a criminal background check. Contact Campus Risk Management with details.											
6.	<b>Will Volunteer be in contact with animals</b>	No	Yes 	Contact Campus Risk Management											

**Department Review & Approval**

- ▶ For helpful information on volunteering for UA, refer your qualified volunteers to the “[INFORMATION FOR VOLUNTEERS](#)” document.
- ▶ I have read the “Guidelines For Departments Using Volunteer Services” and approve the volunteer services described above.
- ▶ **RECORD RETENTION:** We will keep a copy of this form in our department for one year AFTER volunteer service has been completed.

\_\_\_\_\_  
Dean / Director Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Campus Risk Management and/or Human Resources Review & Approval, if required**

\_\_\_\_\_  
Campus Risk Management Director/ Designee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Human Resource Director / Designee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date