

Personnel Series—3000

VOLUNTEER RECOGNITION

- Supervisor:**
1. Recognizes that volunteer effort is necessary to the successful completion of the educational services goals of the department.
 2. Develops appropriate volunteer job description and training.
 3. Completes *Processing Checklist—Volunteer*.
- Human Resources:**
1. Directs volunteer to review and sign *Volunteer Insurance Information* form.
 2. Accepts *Processing Checklist—Volunteer* and determines need for background check.
 3. Processes background check, if applicable.
 4. Notifies Department Head of eligibility for placement.
- Risk Manager:**
1. Purchases college insurance that will provide coverage for volunteers. Coverage will:
 - a. Include excess accidental medical coverage.
 - b. Add volunteers as named participant on the college liability policy.

October 14, 1991

Adopted College Council
March 8, 2006

Revised

October 30, 2015

Revised by College Executive Administration