



We're
Searching for
Volunteers



University of Idaho
Risk Management and Insurance

Volunteer Opportunities


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Department Responsibilities



**Standards for
Departments Using
Volunteer Services**

Standards for Departments Using Volunteer Services

- Compliance assistance
 - Examples of volunteer activities
 - Supervisor responsibilities
 - Approval process
 - Step by step instruction to The Forms
 - Records retention
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Volunteer Qualification Checklist

Information for Volunteers Form


Volunteer Qualification Checklist

The Basics

- Unit
 - Volunteer's information (name, address)
 - Name of volunteer's supervisor and their job title
 - Location and dates of volunteer's service
 - Specific tasks volunteer will be doing
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Volunteer Qualification Checklist

The Referrals

- Is the volunteer a UI employee, will they receive compensation,
 - Is the person a US citizen,
 - Are they under 18 years of age,
 - Will they be working with minors,
 - Will their service take place outside of Idaho,
 - Will they operate a vehicle,
 - Will they be in a laboratory environment, or
 - Will they have contact with animals or genetically modified materials?
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Volunteer Qualification Checklist

The Facts

- Is another employer paying the volunteer during the dates and times of the volunteer service;
 - Is the person authorizing the volunteer services and / or supervising the volunteer a family member or cohabitant of or otherwise presenting a potential conflict of interest with the volunteer;
 - Is the person receiving course credit for their work;
 - Will the volunteer work under the direct supervision of, or be given the means and direction for the performance of work, by a paid UI employee;
 - Will the volunteer perform work where there is a legitimate need for services;
 - Is the work related to the mission or goals of the UI;
 - Does the volunteer appear to have the skills necessary to perform the work; and
 - Is the volunteer performing a service that no one is paid to do?
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Volunteer Qualification Checklist

If NO REFERRALS to address, print the Volunteer Qualification Checklist certification for Dean or Director's signature. This is your certification record for this volunteer.

If there are REFERRALS, print the Volunteer Qualification Checklist and contact the unit(s) based on referral message.

If the referring unit(s) authorizes and approves the specifically referred item, print their approval and retain with Volunteer Qualification Checklist. Documentation is ready for Dean or Director's signature as certification on the Volunteer Qualification Checklist for this volunteer.

Referral items that are not resolved with the referring unit will prohibit the use of the volunteer.

If requester received a notice, "Stop here. Volunteer does not qualify.", the service that the department would like the volunteer to participate in is not eligible for volunteer service.



Information for Volunteers Form

The “information” form is designed to give volunteers important information about volunteering at UI.

After reading the sheet, the volunteer is asked to sign the form to indicate the volunteer has received the information and is an eligible volunteer.



Where to Start

The standards and forms are found on the Risk Management and Insurance web page, under Volunteers or

www.uidaho.edu/infrastructure/pss/risk-management/volunteers

Questions?

Visit **Risk's website**

Email risk@uidaho.edu

Call **885-7177**

