

Volunteer Procedure Updated August 3, 2009

Due to budget constraints, it is more important than ever to facilitate the use of volunteer hours on our campuses. Volunteers are valuable assets for any organization. They bring knowledge, experience and a different viewpoint into the workplace. The volunteer workforce is a large, untapped resource for harried departments needing extra hands and no additional budget.

The Benefits Coordinator has been working with RSVP to streamline the process for requesting and getting volunteers on board. RSVP is a source of volunteers over age 55. Since all of the Volunteer forms are now available on the intra-net under Forms, Human Resources, Volunteers, we are ready to streamline the procedure to get your volunteer on board quickly and efficiently.

- ✓ **Request a volunteer:** Send the Volunteer Job Opportunity Form, which outlines just what you want for a specific position to RSVP. The Benefits Coordinator no longer places Volunteers. This form will get the process of fulfilling your wish going.
- ✓ **Volunteer in processing:** Once a volunteer has presented him or herself to you and they meet the criteria that you have established for the position, they must be in-processed. This means the following steps must be performed: a) You or someone on your staff needs to go to the volunteer forms and print the Volunteer Registration Form and have the volunteer complete it. b) Send the original form to the Benefits Coordinator. c) The Benefits Coordinator will keep a book with all volunteer registration forms filed in it for CFCC's record.
- ✓ **Volunteer Handbook:** You need to print the Volunteer Handbook for each new volunteer – once again, it is on the intranet with the forms.
- ✓ **Volunteer Staff Temporary Parking Permit:** Print the on-line form after completing the fields on the form. The volunteer should place it on the dashboard each time he/she is on campus volunteering. These forms have an expiration date so you will have to print a new one for the volunteer when it expires.
- ✓ **Volunteer Service Record:** Print the form or several forms for the volunteer to keep track of their time. They should tally the hours

worked, sign the form and have their supervisor sign the form at the end of each month. The forms should be sent to the Benefits Coordinator no later than the fifth of the next month. Time will be tracked in the Human Resources Office. If they are a RSPV volunteer they will have a form to complete for RSVP.

- ✓ **Criminal Background Checks:** The forms for criminal background checks on volunteers are on the intranet as well. **Those departments who are required to run criminal background checks may use these. If your department is not required to run background checks, you may ignore the forms.**

Use of the on-line forms eliminates the need for you to send volunteers to the Benefits Coordinator for screening. You will be doing the screening yourself and be able to get EXACTLY the skills you want and need in a volunteer.

Since CFCC is responsible for covering the volunteer with Workers Compensation while they are on campus working, it is necessary that the Benefits Coordinator be apprised of any volunteer on campus – thus, sending the registration form and the time sheets will enable us to comply with that state regulation. If the volunteer is injured while working for your department (during the course and within the scope of their duties), they will have to complete the same forms for an injury as any full or part time employee.

Working together, we can make the CFCC Volunteer Experience rewarding and fulfilling for both the volunteer and you.

Thanks for your assistance in this endeavor.

Patricia L. Glennon,
Benefits Coordinator