



Managing Volunteers in Youth Programs – Policies and Procedures

PURPOSE

Provide guidance and direction to managers, staff, and volunteers and remind departments of their legal responsibilities when hiring volunteers to assist within the unit. This document will assist departments in complying with Federal and State regulations and UW policies while protecting the interest of volunteers, the unit and the UW.

DEFINITION OF VOLUNTEER

A volunteer is someone who:

- Is unpaid;
- Offers services freely without coercion or pressure to serve;
- Has no expectation of receiving pay or other benefits including future positions at the University;
- Does not currently and/or did not previously hold a position performing the same tasks;
- Does not displace a current or past paid position and whose volunteer services are not substantially the same as a paid position

See the [Washington Department of Labor and Industries Employment Standards Administrative Policy ES.A.1](#) for further definition of volunteer service.

Individuals receiving academic credit and for which there is a specific learning outcome intended are classified as “interns” rather than volunteers.

GUIDELINES

Volunteer service should not displace work performed by University employees or be used to circumvent the established processes that govern the University’s hiring processes.

Volunteers should not normally have an employment relationship with the University. Volunteer service is not covered by the Fair Labor Standards Act (FLSA) or Washington wage and hour laws. However, employees outside of the unit may volunteer for events and programs in other units as long as the volunteer activity is not a general duty or responsibility of their current paid position.

Supervisors should track the dates and hours of volunteers to ensure that if a volunteer is injured, they are covered by the University’s workers’ compensation and insurance policy.

Volunteers who are covered by UW workers’ compensation:

- Unpaid student volunteers not enrolled at an institution of higher education and/or not in an approved/authorized work-training program for a designated period of time.
- Unpaid UW, other college, or high school student volunteers NOT receiving academic credit.

Volunteers who are not covered by UW workers’ compensation:

- Unpaid student interns enrolled at the UW or another institution of higher education and participating in an approved/authorized work-training program for a defined period of time.

- Unpaid high school students receiving academic credit for a specific learning outcome (as opposed to community service hours).

Volunteers under the age of 18 cannot drive or operate machinery or perform jobs requiring specialized personal protective equipment. Further Washington State rules on hiring minors can be found at [Washington State Department of Labor and Industries: How to Hire Minors](#)

Volunteer service should not be engaged if not permitted by visa status and immigration law rules. Please see Section III of the volunteer form.

- Visa holders may not volunteer services while their work authorization is pending.
- J-2 visa holders who *have* obtained an I-766 Employment Authorization Document may volunteer. (AJ-2 visa holder who volunteers without obtaining this document may jeopardize their visa status and subject the University to significant fines and/or loss of federal grant funding.)
- Please consult with the Office of International Student Services (ISS) about restrictions for individuals in other visa classifications at 206-221-7857.

TRAINING REQUIREMENTS

At a minimum, supervisors must provide the following to volunteers:

- The opportunity to participate in a workplace or activity-based orientation;
- Access to the UW Reporting Suspected Child Abuse or Neglect training;
- Information on how to report emergencies, injuries, and unsafe conditions;
- Emergency evacuation procedures and routes;
- Additional training that may be required based on the volunteer's activities

VOLUNTEER QUALIFICATIONS & EXPECTATIONS

- Volunteers must be 14 years or older. If under 18 years old, parental consent to volunteer is required. Volunteers under the age of 18 may have work hour restrictions. See the following for more information: [Washington State Department of Labor and Industries: Hours of Work](#)
- If a volunteer is a UW employee, their job duties must be substantially different from the volunteer service.
- A volunteer must pass a background check if they have access to confidential information, may be responsible for handling money, or are classified as [authorized personnel](#) for a youth program.
- Volunteers must follow office notification procedures for attendance/absence and dress code.
- Volunteers must follow State and University policies.
- Volunteers must demonstrate willingness to learn.

NEEDED FORMS & TRAINING

- [Parental consent form for volunteers under the age of 18](#)
- [Criminal background check](#)
- [Reporting Suspected Child Abuse or Neglect training](#)
- Volunteer Service Agreement: please see below

VOLUNTEER SERVICE AGREEMENT

SECTION I: VOLUNTEER INFORMATION (to be completed by volunteer)					
Volunteer's Last Name:		First Name:		Middle Name:	Date of Birth:
Volunteer's Address:		City:		State:	Zip:
Phone Number:	Email:	Emergency Contact Name:		Emergency Contact Phone Number:	
Are you employed at the UW? Yes No If yes, provide department, position, current FTE and a brief description of duties & responsibilities:					
Disclaimer: I understand that my volunteer service is unpaid and I do not expect a paid position in the future or any other tangible benefit in return for my volunteer service. I further understand that the Department may terminate this agreement at any time without prior notice.					
Volunteer's Signature:				Date:	

SECTION II: VOLUNTEER WORK DETAILS (to be completed by supervisor)		
Volunteer Start Date:	End Date:	Supervisor(s) Responsible for Volunteer:
Supervisor Phone:	Supervisor Email:	Department(s) / Project(s) where volunteer will provide service:
Description of duties & responsibilities of the volunteer:		
As the supervisor to the volunteer listed in Section 1, I agree to oversee the volunteer's training and activities. The volunteer is authorized to serve based on his/her visa status. I also agree to document the dates and hours of the volunteer's services to the Department.		
Supervisor's Signature:		Date:

SECTION III: VOLUNTEER WORK STATUS (to be completed only if volunteer is a visa holder)
I understand that performing volunteer service on a visa that does not permit work may subject the University to significant fines and negatively affect the visa holder's status. I am authorized to perform volunteer service because I hold a _____ visa or a _____ visa and an Employment Authorization Document.
Volunteer's Signature: _____ Date: _____