

VOLUNTEER POLICY

Volunteers provide valuable services to many Chico State Enterprises Projects. In accepting these services, we also accept the responsibility to provide a safe environment in which these volunteers can perform their functions.

Briefly, a volunteer is an individual who intends his/her services are for public service, religious or humanitarian objectives, not as an employee and without contemplation of current or future pay. The individual must perform services for civic, charitable, or humanitarian reasons without promise, expectation, or receipt of compensation. In order to qualify as a volunteer, the individual must offer his/her services freely and without direct or indirect pressure or coercion. An individual who is employed by an agency cannot also volunteer to perform the same type of services for that agency.

For both the protection of the volunteer and Chico State Enterprises, and for risk management purposes, we need to know the type and scope of our volunteer activity. A **“Volunteer Information Form”** on each volunteer will need to be completed, and for each month that a volunteer works, a **“Volunteer/Intern Time Record Sheet”** will need to be completed. The Volunteer Information Form should be returned to the Chico State Enterprises Human Resources Office (25 Main St., Ste. 206, or Zip 246) as soon as possible; the Time Record Sheet should be returned at the end of the volunteer’s assignment or, in the case of a long-term volunteer, at the end of every calendar quarter. In addition, if any of your volunteers drive on Chico State Enterprises business as part of their responsibilities, a Driver Certification of Business use of Vehicle will need to be completed and a DMV Authorization for Release of Driver Record Information. Please refer to our website at www.csuchico.edu/cse for additional information regarding driving requirements.

All forms are currently available by contacting Chico State Enterprises at 25 Main Street, Ste. 206, or on our website: www.csuchico.edu/cse.

If you have any questions regarding the use of volunteer workers, please contact the HR office at 898-3536.