



Purpose

These guidelines are designed to provide clarification and guidance for requesting assignment of Volunteers at California State University, Chico.

Scope

Individuals who volunteer their time and expertise to the University provide important services to campus and the surrounding communities. Volunteer assignments are made in accordance with the CSU Volunteer Policy (HR 2015-10).

Definition

A Volunteer is an individual who performs work or provides services without compensation for a semester, academic year, calendar year, session or any part thereof, not to exceed one year. Volunteers should not replace or supplant the work performed by employees (represented or non-represented) and may not be used in full-time, long-term assignments. Special rules may apply regarding Volunteers with teaching assignments as outlined in provision 12.29 of the collective bargaining agreement between the CSU and California Faculty Association.

Volunteers are eligible for workers' compensation and state liability coverage. Volunteers may be authorized to drive a vehicle on official state business, in accordance with the CSU Use of University & Private Vehicles Guidelines. Additionally, a Volunteer may be entitled to reimbursement for travel expenses in accordance with University procedures for reimbursement of travel expenses and allowances.

Typical Activities

Volunteers may perform a variety of functions in support of campus activities while under the oversight of CSU staff or faculty. Examples of volunteer work include, but are not limited to: Volunteers who teach or assist in teaching; Volunteers who assist with registration; Volunteers working in health centers or learning centers; students who volunteer to assist with campus activities; Volunteers who drive vehicles on official University business such as field trips or athletic events; Volunteers who perform general office work; and Volunteers who assist at campus events.

Volunteer activities do not include: a guest lecturer, "Professor for a Day" or other similar role, assisting at an athletic event, a participant in community service programs sponsored by the University, a participant in an activity or service on a committee sponsored by a University support group or adjunct faculty. Individuals providing services as an adjunct faculty as outlined in EM 19-009 must complete an [Adjunct Faculty Appointment form](#). For more information about "adjunct" faculty contact the Office of Academic Personnel.

Requirements

Download and complete [Volunteer Request form](#). Send completed form to poirequests@csuchico.edu. A copy of an appropriate license or certificate, *if applicable*, must also be attached. Form will be reviewed and routed for signature along with CANRA form. **Signed Volunteer and CANRA forms must be completed before volunteer duties begin.**

If a person receives any kind of compensation from a campus for services, an Employment Authorization Form I-9 needs to be completed and the person needs to be appointed as an employee.

If the Volunteer will drive on behalf of the University, they are required to take [Defensive Driver Training](#) and authorize the University to check their driving record. If the Volunteer will drive their own personal vehicle, they will also need to complete and submit the [Authorization to Use Privately Owned Vehicle on State Business \(STD 261\)](#) to the department sponsoring the Volunteer.

All Volunteers are considered Limited Mandated Reporters under the Child Abuse and Neglect Reporting Act (CANRA). More information can be found on the [CANRA site](#). Volunteers must be notified of the Act and the availability of training. Volunteers must also sign a statement acknowledging their role as a Limited Mandated Reporter with each volunteer appointment.

Additionally, the U.S. Department of Homeland Security requires non-U.S. citizens to have work authorization in the USA for volunteer work at California State University, Chico.

Background Checks

Volunteers are required to undergo a background check if they:

- Perform duties that would require a background check by law.
- Will have access to or responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive.
- Will have regular or direct contact with minors.
- Will have access to controlled or hazardous substances.
- Will have building access or possession of building master or sub-master keys for building access.
- Will be responsible for the care, safety and security of people (including children and minors), animals and CSU property.
- Will operate a commercial vehicle, machinery or equipment that could pose environmental hazards or cause injury, illness or death.

If any of the above apply, the Volunteer must submit to an appropriate background check. When a background check is necessary based on the criteria above, it is the responsibility of the department sponsoring the Volunteer to initiate the process and follow the available [Background Check procedures](#).

Training/Orientation

Per HR 2015-10, CSU volunteers must have the necessary training, equipment, and/or supervision to safely carry out the volunteer services. This includes certain online compliance trainings that will be assigned to the Volunteer. When training assignments occur, reminders will be sent to the volunteer's campus email address. The department sponsoring the Volunteer is responsible for ensuring the Volunteer completes any training that is appropriate or required for the services being provided prior to work being performed.

Minors

CSU Volunteers may be under the age of 18. If the volunteer is a minor, a [Volunteer Release Form for Minors Parent Consent form](#) must be completed by a parent/guardian in addition to the volunteer form. There are certain restrictions that govern the minor's ability to volunteer. Per CSU Employment of Minor Policy (HR 2004-24), minors may **not** work in occupations that involve power machinery, kitchen work, and certain work in connection with the maintenance of cars, trucks, machines or equipment, or work in warehouses. In addition, minors cannot perform any other duties that would require a background check. Please email [POI Requests](#) if you have questions about utilizing the services of a minor Volunteer.

Services

Campus services that are available to Volunteers can be found in the [Campus Entitlements Catalog](#). Campus services that are available to Volunteers include: An Account Center log-in, the ability to log into a campus computer, and Eduroam Wireless access. [Services that can be requested by departments](#) who sponsor a volunteer include: Blackboard, Google Apps, O365 (including e-mail and Box), and VPN access for login to department specific systems for which it is required.

Forms and Related Links

Forms:

- [Volunteer Request Form](#)
- [Volunteer Release Form for Minors Parent Consent Form](#)
- [Adjunct Faculty Appointment Form](#)
- [Limited Mandated Reporter Form](#)

Trainings:

- [Campus Defensive Driver Training](#)
- [Campus Mandated Reporters](#)

Policies:

- CSU Volunteer Policy (HR 2015-10)
- CSU Employment of Minors Policy (HR 2004-24)
- CSU Background Check Policy (HR 2017-17)
- Adjunct Appointments at California State University, Chico (EM 19-009 revision of EM 17-013)
- [Office of General Council's University Volunteer Handbook](#)
- [CSU Use of University & Private Vehicle Guidelines](#)