



Volunteer Policy Riverland Policy #4.0

PURPOSE:

To set appropriate expectations and clarify roles and responsibilities for volunteers and their sponsoring departments or programs.

APPLICABILITY:

Riverland Community College endeavors to promote a productive, safe, and mutually beneficial environment for individuals who volunteer their services directly to the college on an ad hoc basis or through a formal volunteer program.

Riverland Community College has adopted [Minnesota State System Procedure 4.0.1 Use of Volunteers Procedure](#).

SCOPE: Volunteers and employees who sponsor volunteers.

DEFINITIONS:

A “volunteer” provides services under the supervision of the college and receives no compensation for such services. Volunteers may not be used in full-time, long-term assignments. Volunteer activities are expected to be part-time, sporadic, or of limited duration.

DOES THIS POLICY HAVE A PROCEDURE? Yes

Before a volunteer assignment begins, the volunteer must:

- Submit to and clear the appropriate background check, if applicable.
 - Note: The supervisor should contact the Human Resources Department in advance of the volunteer assignment in order to determine if a background check is required.
- Agree to the terms of the Volunteer Intern Agreement, and sign the document.
- If serving as a coach, sign the Volunteer Coaching Release of Liability form.

The supervisor of the division will maintain a copy of the above items and upon request will submit them for review.

LIST RELATED POLICIES, PROCEDURES OR FORMS:

[System Procedure 4.0.1 Use of Volunteers](#)

[Volunteer Coaching Release of Liability](#)

Riverland Volunteer Intern Agreement

[HR/LR Policy #1421 Background Checks](#)

[FSR0008- Minnesota State Guidelines Criminal Background Checks for positions that work with Minors](#)

Date Issued: 10/2014

Responsible Division / Author: Human Resources / Chief Human Resource Officer

Date Revised: 1/2020