



Blue Mountain Community College *Administrative Procedure*

Procedure Title: Volunteers
Procedure Number: 03-2005-0009
Board Policy Reference: I.B.

Accountable Administrator: President
Position responsible for updating: AVP, Human Resources
Original Date: 12-16-05
Date Approved by Cabinet: 11-10-09
Authorizing Signature: *Signed original on file*
Dated: 11-12-09
Date Posted on Web: 11-16-09
Revised: 10-09
Reviewed: 07-13

Purpose/Principle/Definitions:

Citizens who voluntarily contribute their time and talents or equipment to the improvement and enrichment of College programs and activities are valuable assets. The President encourages constructive participation of volunteer groups and individuals to perform appropriate tasks under the direction and supervision of professional personnel.

The administration is responsible for the recruitment, use, coordination, and training of volunteers. These assignments will be carried out as directed or delegated by the President. Every effort should be made to use volunteer resources in a manner that will ensure maximum contribution to the welfare and educational growth of students.

Any volunteer will be required to complete the "Volunteer Form" prior to beginning any activity with the college.

In order for an employee to qualify as a volunteer, these four criteria must be met:

- The work must be at the employee's initiative.
- The work must be outside normal or regular work hours.
- The employee must be performing a task outside of the regular job functions performed for the same employer.
- The employee must be performing a religious, charitable or other community service without contemplation of payment.

Special Forms: Volunteer Services Agreement
Volunteer Equipment Agreement

Legal References:
ORS 341.290



Volunteer Services Agreement

I, _____ volunteer my services to Blue Mountain
Community College to work in the Department of _____
from/on: _____ to: _____

I will volunteer in the following capacity: _____

I understand, acknowledge and agree as follows:

1. I am a volunteer and am volunteering my services on my own initiative.
2. I will receive no pay, benefits, or remuneration of any kind. The services will be solely for my own personal satisfaction.
3. I am not obligated to work a set schedule, and may come and go as I please, however, as a courtesy, I will advise the department, in advance, when I won't be available.
4. In the event I am employed by the College in the future, my volunteer services will not improve my status, salary or any benefits.
5. VOLUNTEER hereby releases, discharges and agrees to indemnify and hold the College, its employees, directors, and/or agents harmless from all liability, damages, injuries, costs, attorney fees and/or claims caused by or arising out of Volunteer's actions.

NOTE: The College has the right to end this volunteer assignment at any time if management determines such action to be in the best interest of the College. The agreement may also be terminated by the VOLUNTEER and/or COLLEGE at any time without cause.

READ, UNDERSTOOD AND AGREED this _____ day of _____, 20_____

Volunteer Signature

College Representative

*Thank you for volunteering your services to support
Blue Mountain Community College.*

This form must be forwarded to Human Resources upon completion
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