

# Volunteer Guidelines for LC State

## General guidelines:

We're so grateful to have amazing volunteers at LC State! As we work together to build a strong campus community, it's important that we all understand our roles and responsibilities.

The supervisor who is onboarding a volunteer will be responsible to ensure that the volunteer has completed all requirements and is trained and ready to fulfill their responsibilities.

### 1. Driving LC State Vehicles

Work with the [Public Safety Department](#) to ensure all paperwork and training is completed prior to driving any state owned, rented, or leased vehicles.

### 2. Working with Minors or Vulnerable Adults

If the volunteer is participating in any event where minors or vulnerable adults are participants, please contact [Events and Conferences](#) to be sure that all the appropriate steps are taken before volunteer services begin. Refer to [Policy 4.135 Minors on Campus](#).

### 3. Volunteer Services Agreement

All volunteers must read and sign the [Volunteer Services Agreement](#) prior to their start date. The agreement can be found on the [LC State Administrative Services](#) web site.

### 4. Access to Email or LC State Data

If access to LC State email or servers is necessary, additional steps are necessary.

- Access the Human Resource Services web site under "[New Employee Process and Forms](#)."
- Approval will be required from the supervisor, and appropriate vice president, or president for direct reporting units.

### 5. Policies

All volunteers must follow the policies and procedures found on the [LC State Policies and Procedures](#) web site. This is for the safety of both the volunteers and the campus community.

### 6. Liability

Volunteers should have personal medical insurance in the case of an accidental injury while volunteering at LC State. The college assumes no liability for medical issues that may arise while participating in volunteer activities. Please prioritize your safety and well-being.

## STEPS FOR VOLUNTEERING AT LC STATE

1. Supervisor requests approval to hire the volunteer.
2. Volunteer completes the Volunteer Services Agreement form.
3. Once the supervisor approves and signs the agreement, it is sent to Risk Management for retention at [VPFinanceAdmin@lcsc.edu](mailto:VPFinanceAdmin@lcsc.edu).
4. If the volunteer will be working with minors or vulnerable adults:
  - a. The supervisor will contact HRS to email the background check authorization form.

- b. The supervisor will contact Events and Conferences to ensure all appropriate steps are taken before volunteer services begin. Events and Conferences is the retention office for their forms.
5. Supervisor will notify [Public Safety](#) if the volunteer will be driving LC State owned, leased, or rented vehicles.
  - a. Public Safety will ask the volunteer to complete the [Vehicle Use Agreement](#) and submit to a driver's background check.
6. The supervisor is responsible to ensure each step has been completed.  
**All steps must be completed before the volunteer can begin service.**

## **FAQs**

1. **Can volunteers travel with athletic teams?**  
Yes, if all above requirements are met, then volunteers can travel with athletic teams.
2. **Can a volunteer agreement be for a semester or the academic year?**  
Yes, the agreement can be tailored for individual events or for a designated period of time.
3. **Can volunteers drive their personal vehicles while volunteering?**  
Yes, if a waiver is signed. The volunteer must have private vehicle insurance that will be the primary coverage in the event that damage to the vehicle occurs during the course of volunteer activities.
4. **Can food, gift cards, or t-shirts be purchased with appropriated funds for a volunteer?**  
Anything that is given to a volunteer could be considered "payment" and compromises the volunteer status of the individual. Anything given to a volunteer should be discussed with the supervisor and have the approval of the appropriate oversight, including Human Resource Services. All purchases using appropriated funds are subject to purchasing policies.
5. **Is the volunteer required to disclose new information that may disqualify them from serving as a volunteer after they have been approved?**  
Yes. It is essential to disclose any relevant information that might impact the ability to volunteer. This includes any incidents involving law enforcement. Volunteers should reach out to Human Resource Services if any new information arises during their time volunteering.