



HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

Area: Employment

Number: 2061

Subject: Background Investigation of Volunteers and Contractors

Issued: September 2011

Applies To: Individuals appointed to volunteer positions

Revised:

Sources:

Page(s):

Purpose

To establish uniform procedures for screening and engaging university volunteers and contractors, to reduce the risk and protect the interests of the university.

Policy

The start of specific volunteer positions shall be pending based on the result of a background investigation, which shall include, at a minimum, the following:

- A state and federal criminal history check covering a minimum of seven (7) years; **Felony convictions will be considered without time limits, misdemeanors will be considered for seven (7) years.**
- A state and federal criminal history check covering a minimum of seven (7) years;
- A nationwide sex offender search; and
- A social security number check.

A. Services Requiring a Volunteer/Release Agreement and Background Investigation:

- Volunteer activities with students and/or subjects of experiments
- Activities with minors such as specialty camps and child-care services
- A person volunteering for an extended period of time (eg., one week or greater)
- Persons involved with the handling of currency
- Volunteer activities working with patients, human research subjects or animals
- Long-term or on-going volunteer services such as mentoring
- People dealing with confidential and sensitive information
- Travel of any kind
- Recreational and Competitive Sports
- Fitness Center / Wellness Center volunteers
- Library activities
- Individuals that have a copy of building keys

****Any volunteer working with minors must complete a Volunteer Release Agreement and Background Investigation, regardless of the volunteer's duration for volunteering.**

Note: To ensure consistency in application, please contact Human Resources before allowing a person to begin volunteering in the department.

To perform the any of the voluntary activities listed above, a volunteer Release/Agreement form and background Investigation form must be completed.

B. Services Not Requiring a Background Investigation:

- Volunteer fundraising activities
- Phone-a-thon volunteer
- Advisory council participation
- Commencement volunteer
- Gallery/program guides
- Museum docent
- Public speakers
- Participation in all volunteer committees
- Ushering campus events

Note: To ensure consistency in application, please contact Human Resources before allowing a person to begin volunteering in the department.

All volunteers must complete the Volunteer Release/Agreement Form.

Note: Refer to the background Investigation Policy 2030 for additional information on the background Investigation process. There is a link to the Background Investigation form at the end of this policy.

Procedure

- Background investigations will be conducted out of concern of the well-being of the staff, students, and faculty and community of Georgia Southern. Georgia Southern reserves the right to disqualify any person from serving as a volunteer.
- Human Resources is responsible for coordinating all employee and volunteer background checks (see policy # 2030 on Background Investigation).
- Upon acceptance of volunteers into a program, department, or activity the department utilizing the volunteer services will be responsible for sending those individuals to the Department of Human Resources for appropriate background checks or screenings.

- There may be stipulations or conditions related to background screenings contained in the volunteer’s contract, grant, and or agreement.

Background Investigation Form:

<http://jobs.georgiasouthern.edu/forms/BIConsentForm.pdf>

Georgia Southern University
Volunteer Release/Agreement Form

As a volunteer for Georgia Southern University, I certify that I am covered under personal medical insurance, and in the event that I am injured or incur any medical claim in association with my volunteer service, I agree that I will look solely to my own medical insurance for any claims, losses, or injuries, and that my heirs, executors and assigns hereby and forever discharge and agree to hold harmless Georgia Southern University, its trustees, affiliated organizations, officer and employees from and against all claims, demands, suits, awards and judgments for any and all injuries, and/or activities on the Georgia Southern University property.

I realize that I will not be receiving any compensation from Georgia Southern University.

I realize that I am not covered under any accident and/or health insurance plan of Georgia Southern University and fully accept and assume the risks of my activities at Georgia Southern University.

I am aware of the terms and conditions of this agreement and am signing this agreement of my own free will. Further, by signing this agreement I attest to the fact that I am eighteen years of age or older.

This agreement is valid from _____ to _____ (no greater than two (2) years).

Department Name

Department Representative’s Signature

Volunteer’s Signature

Date