



California State University
SAN MARCOS

Volunteer Process and Guidelines

PREPARED BY:

**Office of Human Resources
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I. Definition of a Volunteer

CSUSM volunteers are defined as individuals who work or provide services without compensation for a quarter, semester, academic year, calendar year, session, or any part thereof. Work or services performed may be on an ongoing basis or for a short-term event. For additional information on the CSU Volunteer Policy, refer to the [Systemwide Human Resources' Volunteer document](#).

II. Eligibility and Potential Duties of a Volunteer

Volunteers are required to complete the volunteer process outlined below before starting their volunteer assignment. Individuals being compensated for their efforts are not considered volunteers. If an individual is doing similar work to a paid employee in the department, or is currently performing similar work at the University, they are not considered a volunteer. If an individual is being compensated by the University, they must be appointed as an employee and will need to go through the payroll sign-in process.

CSUSM students who provide service in connection with a CSUSM academic course or program are not considered volunteers and must be referred to the Office of Community Service Learning at (760) 750-4055.

CSUSM students who provide service in connection with an "intern" position, are not considered volunteers and must be referred to the Office of Internships at (760) 750-7005.

Volunteers may perform a variety of functions in support of campus activities. Examples of volunteer duties include, but are not limited to:

Teaching or assisting in teaching; assisting with registration; working in Health Centers or learning centers; assisting with campus activities; driving vehicles on official university business such as field trips or athletic events; performing general office work; and assisting at campus events.

III. Volunteer Process

NOTE: Adobe Sign form(s) must be received by HR BEFORE the volunteer begins their assignment! It is recommended that volunteers use an email address unaffiliated with CSUSM (such as Gmail, Yahoo, Hotmail, etc.).

Each department is responsible for recruiting their own volunteers and following their own internal department process related to volunteers.

The department completes Section I of the Volunteer Form in Adobe Sign; which identifies a description of the assigned duties, assigned days/hours, required professional certifications, and any items needed such as parking permit, keys, e-mail account, etc. If submitting multiple Volunteer Forms with the same description of assigned duties, please indicate "See attached" in the body of the Volunteer Form and attach a Word Document or PDF of the assigned duties.

The volunteer will complete Section II of the Volunteer Form in Adobe Sign. Once approved by OHR, the volunteer will receive a copy of the electronic Volunteer Form and "Facts About Workers' Compensation" pamphlet through Adobe Sign. The "Facts About Workers' Compensation" is also available for pickup at OHR upon request.

CSUSM Volunteer Form

All CSUSM volunteers are required to complete a CSUSM Adobe Sign Volunteer Form, which is available on the OHR website, and submit it prior to starting the volunteer assignment.

The completed Adobe Sign Volunteer Form must be signed by the Department Contact, Volunteer, and MPP. OHR will review the completed Adobe Sign Volunteer Form and determine if the individual volunteer's assignment is approved or not. If approved, OHR will attach the "Facts About Workers' Compensation" brochure, forward the completed form to Parking, IITS, or the Locksmith if certain items are needed for the volunteer assignment, and everyone who signed off on the form will receive a copy of the approved version.

If the volunteer returns after the completion of their assignment, he/she must complete a new Adobe Sign Volunteer Form and any necessary steps prior to starting the new assignment.

Parking Permits

If a parking permit was marked as needed, OHR will send Parking and Commuter Services the approved form, and the volunteer can go to Parking and Commuter Services with a picture I.D. to obtain a permit. Depending on the length and type of volunteer assignment, Parking and Commuter Services will work with the department to issue the volunteer a parking permit. Parking permits are only issued on a semester basis and not on the dates associated with the volunteer assignment. It is the responsibility of the volunteer to know when their parking permit expires and renew their parking permit, if they are eligible. **Current CSUSM students, staff, and faculty will NOT be issued a parking permit for volunteering.**

Background Checks

In an effort to provide the safest possible environment for students, visitors, faculty, and staff, and enhance the security of all physical resources, CSUSM conducts criminal records checks on employees and volunteers appointed to designated sensitive positions, or as required by law. OHR is responsible for determining which positions meet the guidelines for designated sensitive positions and are subject to background checks. Volunteers that may have direct or regular contact with a minor are required to complete a LiveScan. All background checks and LiveScans must be completed prior to the volunteer starting work. The volunteer's department is responsible for the cost of the criminal background check.

For additional information regarding background check requirements, procedures, and the definition of a sensitive assignment, please refer to the [CSU Background Check Policy](#).

Volunteers Who Drive on University Business

Volunteers may be authorized to drive a vehicle on official state business, in accordance with University policies and procedures, as determined appropriate in accordance with the CSUSM volunteer duties and responsibilities. If the volunteer will need to drive a vehicle on university business, the department must contact Safety, Health, and Sustainability (SHS) and follow their procedures that are in place prior to driving.

IV. Volunteer Training and Safety

Volunteers must have the necessary training and/or supervision to safely carry out the volunteer assignment and, depending on the particular function performed, must meet the appropriate licensing requirements. An individual who volunteers services in a field which requires a professional license or certificate must satisfy that requirement prior to performance of those duties.

For example, a medical doctor volunteering services must have a current license to practice medicine before volunteering. (A copy of the document must be attached and the MPP is ultimately responsible for ensuring all proper documentation is obtained.)

Additionally, a CSUSM volunteer may be entitled to reimbursement for travel expenses in accordance with University procedures for reimbursement of travel expenses and allowances.

Volunteers are covered as an employee for purposes of Workers' Compensation and are eligible for workers' compensation and state liability insurance; however, Workers' Compensation coverage is not provided to students participating in University-sponsored community service learning programs. Students enrolled in CSUSM Nursing, Allied Health, Social Work, or Education Credential Programs who perform volunteer work for academic credit are covered by the Student Professional Liability Insurance Program.

All work-related injuries and illnesses should be reported immediately to the volunteer's manager and the Integrated Risk Management department at (760) 750-7475. Questions concerning whether or not an injury occurred during the course of volunteer services should also be referred immediately to the volunteer's manager and IRM.

For information regarding safety practices, refer to [CSU San Marcos Injury and Illness Prevention Program \(IIPP\) Policies Website](#).

V. Volunteers Under the Age of 18

Volunteers may be under the age of 18. If the volunteer is under 18 years of age, the volunteer will need to have their parent or guardian fill out the [CSU Parent Consent Form for Minor Volunteers](#) (e.g., 14-15 year old minors or 16-17 year old minors), and have it attached to the Adobe Sign Volunteer Form.

Although CSUSM volunteers are not employees, the [CSU Employment of Minors Policy](#) should be referred to in determining restrictions that may apply to the volunteers under the age of 18.

VI. Volunteers for Commencement

Staff, faculty, or student employees who volunteer for commencement must visit the [CSUSM Commencement website](#) or contact the Commencement Office at (760) 750-3663 for information regarding the Commencement Volunteer process.

VII. Summary

- A. A volunteer is an individual who performs assignments or provides services without compensation for a semester, academic year, calendar year, session or any part thereof.
- B. All CSUSM volunteers are required to complete a CSUSM Adobe Sign Volunteer Form which must be received by the Office of Human Resources prior to starting their assignment. It is recommended that volunteers use an email address unaffiliated with CSUSM (such as Gmail, Yahoo, Hotmail, etc.).
- C. Volunteer positions designated as sensitive by the campus president or designee require completed background checks. Volunteers that may work directly or regularly with minors are required to complete a LiveScan. All background checks and LiveScans must be completed prior the the volunteer starting work.
- D. Volunteers must have the necessary training and/or supervision to safely carry out the volunteer assignment and, depending on the particular function performed, must meet the appropriate licensing requirements.
- E. Volunteers are covered as an employee for purposes of Worker's Compensation and state liability insurance.
- F. Volunteers under the age of 18 and their supervisors must follow California State University's Employment of Minors policy consistent with state and federal law related to the employment of minors.