POLICIES AND PROCEDURES

Subject: Volunteer Guidelines
Policy No. 718
Date: 07/2019

VOLUNTEER GUIDELINES

Definition – A volunteer employee is an individual who performs duties or provides services without compensation by the Cal Poly Pomona Philanthropic Foundation for a short period of time to fulfill needs of the campus community. University faculty, staff, or students may fit within this category if services, when provided, were also not paid for by the University or ASI nor classified as Reimbursed or Assigned Time. Valuation of volunteer time (used for cost-sharing) shall be consistent with positions paid for similar work by the Foundation.

Distinguishing Characteristics
The volunteer assignment is distinguished from other positions/classifications in that the duties or services to be performed may vary from individual to individual and not based on any Foundation or CSU job classification.

Typical Activities
Volunteer may perform a variety of functions in support of campus activities. Some examples of volunteer duties include, but are not limited to volunteers that assist during graduation, or any campus special events or activities.

Minimum Qualifications
Volunteers must be at least 18 years of age. Volunteers must have the necessary training and/or supervision to safely carry out the volunteer duties and depending on the particular services to be performed, must meet the approved license/certification requirements. Requirements may include fingerprinting, background checks, and other processes established for specific types of services that may be required as determined by the Foundation or the external agency at which the individual provides volunteer services.
**Procedures**

Volunteers are identified by use of the CSU Volunteer Identification Form. The completed Volunteer and Consent Form must be kept on file in the Vice President for University Advancement Office and is valid for period indicated on form.