



## WHO IS A VOLUNTEER?

- A volunteer is a person appointed to perform official university duties without compensation or remuneration.
- Individuals volunteer as a public service, for civic and humanitarian as well as personal development reasons.
- The university receives the primary benefit from services performed by a volunteer. Volunteer services are performed at the request or consent of and under the direction and control of a university department or program.

## WHO MANAGES THE VOLUNTEERS?

The university department or program is responsible to oversee work to ensure each volunteer complies with all applicable university policies and procedures as well as all local, state and federal requirements and laws.

## WHAT ARE THE REQUIREMENTS

A Conditions of Volunteer Service form must be completed each fiscal year (July 1-June 30). If the volunteer assignment continues beyond June 30th of any year, a new form must be completed. The form is located here: [safety.uoregon.edu/volunteers](https://safety.uoregon.edu/volunteers)

## WHEN IS A BACKGROUND CHECK REQUIRED?

Yes, in some situations it may be necessary to complete a background check. For example: volunteers working with minors must have a background check completed prior to providing services. Contact Human Resources P: 541 346-3159

- Conditions of Volunteer Service form must be fully completed by the volunteer supervisor and the volunteer.
- Assigned duties and an estimate of volunteer hours are to be completed by the volunteer supervisor.
- Completed forms must be received by the Office of Risk Management [riskmanagement@uoregon.edu](mailto:riskmanagement@uoregon.edu)
- Departments must retain a copy for five years.

## WHAT TRAINING IS REQUIRED

- Volunteers working with minors? Review the training requirements online: [hr.uoregon.edu/minors-campus](https://hr.uoregon.edu/minors-campus)
- Volunteers working in the lab? Review the training requirements online: [safety.uoregon.edu/environmental-health-and-safety](https://safety.uoregon.edu/environmental-health-and-safety)



Will the volunteer be driving on UO business? Be sure to obtain a UO Driver's Certification and complete van training prior to use!



Volunteers should review the Conditions of Volunteer Service form carefully before signing.



Volunteers should have all required training before performing the requested tasks.

