

Criteria for Sciences Volunteers

INSTRUCTIONS: THIS FORM IS NOT AN OFFICIAL APPROVAL FOR A VOLUNTEER REQUEST. THIS FORM WILL BE USED ONLY TO DETERMINE IF THE CANDIDATE AND DUTIES ASSIGNED ARE ELIGIBLE TO BE A VOLUNTEER. PLEASE ALLOW AT LEAST 4 WEEKS IN ADVANCE TO DETERMINE IF CANDIDATE AND DUTIES ASSIGNED ARE ELIGIBLE TO BE A VOLUNTEER.

- Volunteers perform hours of service for civic, charitable, or humanitarian reasons. Certain conditions must be met in order for volunteer status to be approved and maintained.
- Background checks are required for volunteers.
- Volunteer services must be offered freely without pressure or coercion.
- Volunteer services may not involve performing the same type of services as those for which an individual is employed and paid for. We **cannot** have individuals volunteer to do work that we otherwise pay individuals to do.
- Volunteer services must be offered without promise, expectation, or receipt of compensation.
- Volunteers **cannot** be supervised by relatives. Another individual should assign the tasks, supervise, correct, evaluate, etc.
- If the volunteer is a minor, then individuals who will be supervising or working in close contact with the minors **must** have a background check completed. A minor is considered someone who volunteers or works as part of a University-sponsored program or summer camp that is offered to precollege-age individuals. You will need to identify the employee(s) that will be working with and supervising the minor and have them complete a background check, which is also called a non-job action background check request. **The non-job action background check must be completed and evaluated prior to the minor beginning work.** Your departmental HR Partner can help assist with completing the non-job action background check. The on-line form can be found at: <https://backgroundchecks.hr.ncsu.edu/non-job-action-background-check-request/>. Please remember, the non-job action background check request tool is valid for existing employees only.
- In general, there are very few opportunities that can truly be characterized as “volunteer”. In most cases, we find these situations to be employment relationships and therefore require a recruitment and competitive selection. Volunteer Requests will be reviewed by COS HR and COS HR will contact Talent Solutions in University HR for them to confirm that the work being performed is not work that would otherwise be paid or considered an internship.
- Duties assigned that provide training and education in a learning environment will not be considered as volunteer duties. These type of duties may better fit as an “internship”.
- Public school teachers who work or volunteer and whose primary current employment as a public school teacher requires a satisfactory background check – do not require an additional background check by the University.

PLEASE PROCEED TO PAGE 2 TO COMPLETE THE SCIENCES VOLUNTEER FORM IF THE VOLUNTEER CRITERIA ABOVE IS MET AND YOU WOULD LIKE TO SUBMIT A REQUEST TO DETERMINE IF THE CANDIDATE AND DUTIES ASSIGNED ARE ELIGIBLE TO BE CONSIDERED VOLUNTEER/VOLUNTEER DUTIES



Sciences Volunteer Form

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DEPARTMENT NAME:		DATE:	
1. Select Reason for Volunteer Request: <input type="checkbox"/> Civic <input type="checkbox"/> Charitable <input type="checkbox"/> Humanitarian			
2. Volunteer Name:			
3. Volunteer Date of Birth:		Volunteer Email Address:	
4. Supervisor Name of Volunteer:		Supervisor ID #:	
5. What is the purpose of the volunteer activity?			
6. How was the volunteer identified?			
7. Has candidate volunteered for NC State in the past and if so please provide employee ID number?			
8. Proposed Start Date of Volunteer Activity (DO NOT PUT ASAP FOR PROPOSED START DATE):			
9. Proposed End Date of Volunteer Activity:			
10. Number of hours volunteering per week AND work schedule:			
11. Volunteer Duties Description: (please give a description of the volunteer duties and tasks):			
12. Will volunteer be volunteering in a lab or any environment that may include safety considerations? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, departments must work with Ken Kretchman in Environmental Health and Safety to ensure that the volunteer receives proper training and that liability waivers are signed) Ken Kretchman Contact Info: Phone: 919-515-6860, Email: ken_kretchman@ncsu.edu			
13. If applicable, please state what type of equipment the volunteer will be using as well as what kinds of chemicals they will be using (Minors cannot operate dangerous equipment or be exposed to dangerous chemicals and your department assumes the risk for having minors in the work/lab environment and for any accidents, injuries, etc. that may occur):			

Requester Name: _____ Date: _____

Department HR Partner: _____ Date: _____

****Requester must return to this request to their Department HR Partner. Department HR Partner will submit to COS_HumanResources@ncsu.edu**

Last Updated: 8/21/2017