Criteria for Sciences Volunteers

INSTRUCTIONS: The information obtained within this request will only be used to determine if the volunteer and duties assigned meet the requirements to be eligible as a volunteer. Please submit this request at least 4 weeks in advance. The requester must return the request to their Department HR Partner. The Department HR Partner will submit the request to COS_HumanResources@ncsu.edu for further review.

- Volunteers perform hours of service for civic, charitable, or University-sponsored camps or programs at NC State. Certain conditions must be met in order for volunteer status to be approved and maintained.

- Background checks are required for all individuals who volunteer as part of a University-sponsored program or camp that is offered to pre-college-age minors.

- Current NCSU students who volunteer for a camp or program dealing with minors must also complete a background check and a student code of conduct check. The student code of conduct check can be completed through the university's Office of Student Conduct. The volunteer role is also considered secondary to the primary role as a student.

- 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 would 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.

- Departments are responsible for requesting background checks when an existing employee needs to assume additional risk-based duties **(i.e. driving, cash-handling, working with minors, etc.)** These types of background checks can be requested through the Non-Job Action Background Check Web Form, which can be found at https://backgroundchecks.hr.ncsu.edu/non-job-action-background-check-request/. Please be sure to mark Criminal/Sex Offender as the type of background check that needs to be completed. Your departmental HR Partner can help assist with completing the non-job action background check. **Please remember, the non-job action background check request tool is valid for existing employees only**.

- Public school teachers who work or volunteer and have current employment as a public school teacher do not require an additional background check by the University. Please consult with COS HR to confirm that the background check is not needed only if they are a current public school teacher.

DO NOT COMPLETE THIS REQUEST IF THE ITEMS BELOW APPLY

- Duties that are assigned that provide training and education in a learning environment or participation in activities at NC State in order to gain work experience or satisfy requirements for a qualification, will not be considered as volunteer duties. These type of duties may better fit as an **internship**.

- Students who gain course credit or research experience for educational purposes are not considered volunteers.

Please proceed to Page 2 to complete the Sciences Volunteer Request

Sciences Volunteer Request

INSTRUCTIONS: The information obtained within this request will only be used to determine if the volunteer and duties assigned meet the requirements to be eligible as a volunteer. Please submit this request at least 4 weeks in advance. The requester must return this request to their Department HR Partner. The Department HR Partner will submit the request to COS_HumanResources@ncsu.edu.

DEPARTMENT NAME:	**DATE:**

1. Select Reason for Volunteer Request (check one):

Civic (participating in activities at NC State to help better the community)

Charitable (participating in activities at NC State on behalf of a charitable or non-profit organization)

Camp/Programs (participating in camps/program specific activities at NC State)

2. Volunteer Name:

3. Volunteer Date of Birth:	**Volunteer Email Address:**

4. Supervisor Name:	**Supervisor ID #:**

5. What is the purpose of the volunteer activity?

6. Volunteer Duties Description: (please give a description of the volunteer duties and tasks):

7. Does this camp or program involve the participation of Minors - REG 01.25.18 – Programs that Involve the Participation of Minors? **YES NO**	**If YES, has this camp/program been approved by the Dean or the Dean's Designee, Jason Painter?** **YES NO** If NO, please contact Jason Painter at jlpainte@ncsu.edu.

8. Has candidate volunteered, been employee, or attended school at NC State in the past and if so please provide Student/Employee ID number?

YES   If yes, Empl/Student ID Number   NO

9. Proposed Start Date of Volunteer Activity: **(DO NOT PUT ASAP FOR PROPOSED START DATE)**	
10. Proposed End Date of Volunteer Activity:	
11. Number of hours volunteering per week AND work schedule:	

12. Will volunteer be in a lab or any environment that may include safety considerations?

YES   NO

(If yes, departments must work with either Ken Kretchman or Mahdi Fahim 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
- ❖ Mahdi Fahim Contact Info - Phone: 919-515-1282, Email: mhfahim@ncsu.edu

Please remember: The Safety Orientation – Manager's Checklist provides an overview of health, safety and security topics for NC State employees and volunteers. As an introduction to the Environmental Health and Public Safety services and procedures, this checklist must be completed and reviewed with all new employees and volunteers with their manager, prior to beginning activities on campus. The checklist can be found at: https://drive.google.com/file/d/0Bwfv9WVwZC73VDRQMldzMkFveXc/view. Should you need assistance with completing the online portion of the training, please contact EHS at 919-515-7915 or email at env-health-resources@ncsu.edu.

Requester Name: _____   **Date:** _____

Department HR Partner: _____   **Date:** _____