



# Volunteer Policy

<b>Policy #:</b>	
<b>Policy Type:</b>	Alumni
<b>Responsible Executive:</b>	Exec Dir Alumni Affairs
<b>Responsible Office:</b>	Alumni Association
<b>Originally Issued:</b>	April 1, 2024
<b>Latest Revision:</b>	
<b>Effective Date:</b>	April 1, 2024

## I. Policy Statement

Volunteers are an important resource to the University of Louisiana at Monroe (ULM) Alumni Association. Even though uncompensated, Alumni Association Volunteers are expected to abide by all Alumni Association and policies and procedures relating to their voluntary activities.

## II. Purpose of Policy

The purpose of Alumni Association's Volunteer Policy is to define Alumni Association Volunteers, their relationship to the Alumni Association, and their privileges, responsibilities, and limitations. This policy will also establish procedures associated with selecting, orienting and training volunteers.

## III. Applicability

Anyone, including retirees, students, alumni, emeritus faculty, or others, may provide volunteer services to the Alumni Association.

## IV. Definitions

**Volunteer** – an individual who has volunteered to perform certain services for the Alumni Association for no compensation and has been approved by the Alumni Association to perform the voluntary services. Alumni Association Volunteers are not considered employees and must not represent themselves as Alumni Association or University employees. Alumni Association Volunteers are not covered by the Fair Labor Standards Act and are not eligible for benefits.

**Prohibited Activities** – driving state vehicles; operating heavy equipment or other equipment that may cause serious injury; working with or exposure to hazardous materials or hazardous duties; entering into any contract or other commitment on behalf of the Alumni Association or University; participating in any activity inconsistent with Alumni Association policies.

## V. Policy Procedure

1. When selecting a volunteer, the department head is responsible for ensuring the following:
  - a. The **volunteer** has adequate experience, qualifications, and training for the task being assigned.
  - b. The **volunteer** has been provided with a written description of duties and responsibilities.
  - c. **Prohibited activities** are not part of the duties and responsibilities.
  - d. **Volunteer** contact information has been obtained and documented.
  - e. The **volunteer** has been provided with an appropriate orientation prior to commencing services, including such matters as Alumni Association policies and procedures, safety precautions, etc., relating to the services to be provided.

2. Alumni Association must complete, sign, and date and have volunteers sign and date, the following forms and submit the forms to the Alumni Association prior to beginning any volunteer activities:
  - a. *Volunteer Agreement Form*
  - b. *Volunteer Questionnaire*

#### VI. Enforcement

The Department Head is responsible for reviewing duties and responsibilities and approving volunteers for his/her area.

#### VII. Policy Management

The Executive Director of the Alumni Association is the Responsible Executive accountable for the management of this policy. The Alumni Association is responsible for maintaining this policy.

#### VIII. Exclusions

N/A

#### IX. Effective Date

The effective date of this policy is the date it is adopted and signed by the President.

#### X. Adoption

This policy is hereby adopted on this 1st day of April 2024.

Recommended for Approval by:

  
Medria T Buford, Director of Alumni Affairs

Approved by:

  
Susan Chappell, Executive Director  
ULM Advancement, Foundation and Alumni  
Relations

#### XI. Appendices, References and Related Materials

*Volunteer Agreement Form*  
*Volunteer Questionnaire*

#### XII. Revision History

Original adoption date: April 1, 2024